Step 1: How to log in Bloomberg? - On each Bloomberg terminal the username and the password are located at the bottom of the screen. (look for EDSCXX/BBLOOMXX)

Step 2: Equity screening - Use the equity screener to find stocks. Type EQS in the command line and select “Equity screening”

Step 3: Example - In this example, we try to find 25 companies from the Amsterdam Exchange Index. We need to use Indices as a screening criteria.

In the next screen you can search for the AEX. Go to Netherlands (click the + sign, not on Netherlands!), then select Amsterdam Exchange Index.
Then, click the button Update, your screen should look like this,

![Screenshot of the Bloomberg screen with selected screening criteria and matches]

When you click on results you expect to see 25 matching companies.

![Screenshot of the Bloomberg screen showing a list of 25 securities]

If you open Excel, you can use the drag and drop the button to create a list of your companies.
To get stock prices from these 25 companies we use the wizard. Click Import Data --> Real-Time/Historical --> Historical End of Day

Wizard step 1 – Use Select securities from spreadsheet (click From and select Spreadsheet from the drop-down menu), then choose the Range by going to the main window and select the cells containing your company codes.
Click Import and then Next.

Wizard step 2 – Type price in the search text field, then hit Enter. Select “Last price” and click Add.
Wizard step 3 – Specify a time frame. In this case we select the year 2015.

Wizard step 4 - Choose Include all calendar days, use custom with an input of 999 (just as an example you can choose whatever number/text you like to identify non-trading days). Click Next.

Wizard step 5 – No selections need to be made. Click Next.

Wizard step 6 – Choose your preferred field orientation: horizontal or vertical. Click Finish to see the result.