

BLOOMBERG PORTFOLIO SET UP

Setting up a Portfolio

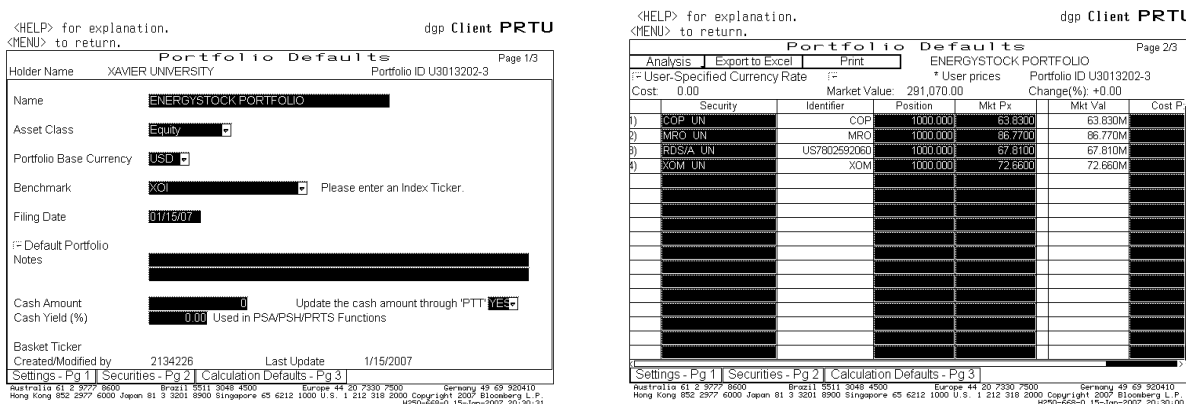
A user can set up a stock or fixed-income portfolio on Bloomberg. Once the portfolio is loaded, the user can obtain current market information and apply Bloomberg analytics to analyze the portfolio.

Steps for Creating Portfolios

- Step 1: PRTU:** PRTU displays a list of portfolios. To create a portfolio using PRTU:
 - Type PRTU
 - On PRTU Screen, click the “Create New” button. This will bring up a three-page screen for inputting information:
 - Page 1: Name of your portfolio, Asset Class (Equity, fixed income, balanced), and Benchmark (e.g., S&P 500)
 - Page 2: Screen for inputting securities by their identifiers (Note: A helpful way to load securities is to go to the index and find the securities of interest; then drop and drag the security)
 - Page 3 identifies the defaults
 - Once the portfolio is loaded, hit the menu key. The name you have given to the portfolio will then be displayed on the PRTU Screen.

The exhibit shows page 1 and 2 of the PRTU Screens from loading a four-security energy stock portfolio, named Energy Stock Portfolio: Conoco Phillips, Exxon Mobile, Marathon Oil, and Royal Dutch Shell. This portfolio is evaluated relative to the American Stock Exchange Oil Index XO1 = identifier)).

Exhibit: PRTU



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- Step 2: PER:** Type PER to run the portfolio, then hit 1 <go>. The PER function accesses the stocks and their current values and sends the information to a report file.

3. **Step 3: RPT:**

- Type RPT for a listing of reports
- Click the one just completed (See exhibit)

4. **Step 4: PMEN:** With the portfolio loaded, type PMEN to access a menu of functions to apply to the portfolio: Display and Valuation, Equity Analytics, News and Research headlines. For example, clicking the “News and Research” function (NPH) for the Energy Stock Portfolio displays current news listings for each stock in the portfolio (see Exhibit E.5-3).

Exhibit RPT

1
Hit # <GD> to View Securities within each Market Sector. P181 Client RPT
Equity Portfolio Risk Report PAGE 1/ 1

Holder Name: XAVIER UNIVERSITY	Name: ENERGYSTOCK PORTFOLIO
Portfolio: U3013202-3	
# of Issues: 4	Stock Avg Beta: 1.27
Risk Value (\$): 3,684.84	Mkt Val(\$): 291,070.00
	Futures Value(\$):

Market Breakdown	MktValue	Beta	RiskAmt	Futr Cnt	MktValue (\$)	Zof port	RiskAmt (\$)	Zof risk
U.S.	\$	291.07M	1.27	3,684.84	H	291.07M	100.0	3,684.84 100.0

Exhibit NPH

Enter 21 <GD> for Portfolio News Defaults Client NPH
Portfolio Headlines. Enter Selection To View Story

1) CONOCOPHILLIPS (COP)
2) BN 19:35 Venezuela Seeks Cuts In World, Local Oil Production (Update2)
3) BN 18:39 Chevron, Shell Delay LNG Projects, Sending Natural Gas Higher
4) BN 17:39 Venezuela Unites Oil, Joint Venture Output Slashed (Update1)
5) MARATHON OIL CORP (MRO)
6) BN 18:39 Chevron, Shell Delay LNG Projects, Sending Natural Gas Higher
7) PRN 1/12 Seven Summits Research Releases Comments on HPO, MRO, AZN,
8) BN 1/11 +NO MARKET ON CLOSE (IMBALANCE) MRO (NYSE)
9) ROYAL DUTCH SHELL PLC-AD(RDSA)
10) BN 18:39 Chevron, Shell Delay LNG Projects, Sending Natural Gas Higher
11) BN 18:01 Dutch Gas Boom Bypasses People Who Live Closest to Its Source
12) PRN 13:05 ROYAL DUTCH SHELL PLC: Buyback of Dum Shares
13) EXXON MOBIL CORP (XOM)
14) BN 19:35 Venezuela Seeks Cuts In World, Local Oil Production (Update2)
15) BN 18:39 Chevron, Shell Delay LNG Projects, Sending Natural Gas Higher
16) BN 18:01 Dutch Gas Boom Bypasses People Who Live Closest to Its Source

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Hong Kong 852 2577 6000 Japan 81 3 3201 8900 Singapore 65 4212 1000 U.S. 1 212 318 2000 Copyright 2007 Bloomberg L.P.
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Portfolio ID#: 3 JAMES PAULUKIEWICZ - XAVIER UNI
Australia 61 2 9277 8600 Brazil 5511 5048 4500 Europe 44 20 7330 7500 Germany 49 69 920410
Hong Kong 852 2577 6000 Japan 81 3 3201 8900 Singapore 65 4212 1000 U.S. 1 212 318 2000 Copyright 2007 Bloomberg L.P.
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