Introduction to Eikon
http://researchguides.smu.edu.sg/eikon

Exercise 0
Use the “Eikon Answers” search bar: What is Google’s revenue for past 5 years?

1. Locate the search bar at the top of the screen
2. Enter your query (e.g. What is the meaning of life?)

Tip: Eikon answers is meant to be intuitive and simplified. At the bottom of the Eikon Answers results page there are links to related pages for more information.

Exercise 1
Find Company Financials: Find and export Singtel’s Balance Sheet

1. Search for Singtel in the search bar
2. From the dropdown menu, click on Singtel to see an overview of the company
3. Go to Fundamentals > Balance Sheet
4. Click on the export icon on the top right corner of the screen
5. Open up the file in Excel

Exercise 2
Exporting historical prices: Retrieve the weekly price chart for Singtel for the past 2 years

1. Go to Price > Quote history
2. Set Interval as “Weekly” and History Period as “2 years”. Click Update “View”.
3. Click on the export icon on the top right corner of the screen
4. Open up the file in Excel

Exercise 3: Research portal

A. View latest research: View reports on the Singapore real estate industry

1. Go to News and Research tab > Advanced Research Search
2. Filter for real estate industry
3. Filter for Singapore
4. Are there any reports on Singapore’s real estate industry in the last 3 months?
Exercise 5: Eikon Excel Add-In

A. **Use Screening function:** Retrieve a list of company names and tickers for companies listed on NASDAQ

1. Click on the Screener button
2. Enter “exchange” into the filter field and wait for the relevant filter to show in the dropdown
3. Select “Exchange Name” and search for NASDAQ
4. Check the appropriate NASDAQ results
5. Click on “Insert Screen” to go back to Excel spreadsheet

Tip: Using the “Add Column” function displays the latest information available for the ticker. For example, adding a “Price Close” column will display the last closing price. For historical values, use the Formula Builder.

B. **Use Formula Builder:** Use the formula builder to retrieve historical price, volume, and market cap information for the list of companies in Part A.

1. Click on the Formula Builder button
2. Choose Instruments: Use the Cell Referencing button and select the list of tickers previously retrieved
3. Choose Data Items: search and select the appropriate data items (Price Close, Volume, Market Cap)
4. When choosing data items, go to the “Parameters & Quick Functions” tab to set parameters such as date.
5. Click on “Insert” to go back to Excel spreadsheet

Tip: Note which cell you have placed your cursor on, as data will start displaying from that cell. If you have placed your cursor on a cell with previously retrieved data, the old data will be overwritten.

**More training available**

1. **Video on demand**

   Register with your SMU email address and watch a series of videos. You can also complete the certification programme for Eikon.

2. **Trainings held at Thomson Reuters**

   View the Classroom Training Schedule to see what is available in the current month.