

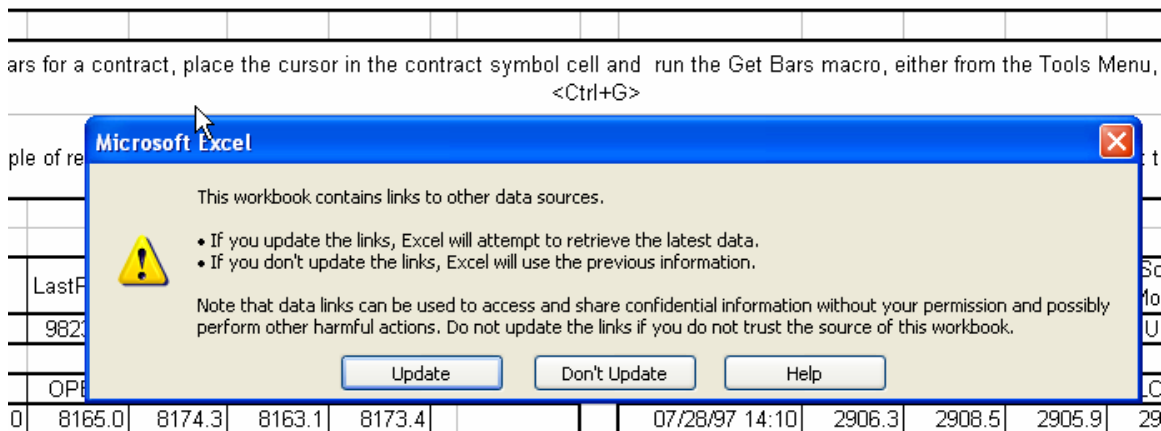
# Financial Services Laboratory

## *CQG: Lesson 1*

Topic: Using CQG to download information into an Excel file

Description:

**Step 1:** In order to use Excel and CQG together, CQG has special workbook that is programmed to update and organize the information you wish to download from CQG's database. To find this spreadsheet, Right click the **Start** button, and click on **open**. Within the **C:\** folder, double click in this order, **Program Files; CQG; CQNet; Samples; excel; getbars**. "getbars" is the title of pre-programmed workbook that you will be using in Excel. When you have successfully opened the workbook, you will see the following screen.



When this screen appears, clicking on the **Update** option will enable excel to automatically update your downloaded information each time you open the spreadsheet. You are now ready to find the information you want in CQG.

**Step 2:** To find a symbol in CQG, you can use the symbol finder. Left click on "Symbols" on the title bar in CQG. From here you can type a description or Symbol and use the source and type drop-down menus to further narrow your search. Once you have found the symbol you wish you to use, take note of it. For our example, we will use Lehman Brothers, whose symbol is LEH on the New York Stock Exchange. By simply typing Lehman into the Description box as shown below, four results are given to you as shown below.

**Symbol Finder**

Filter

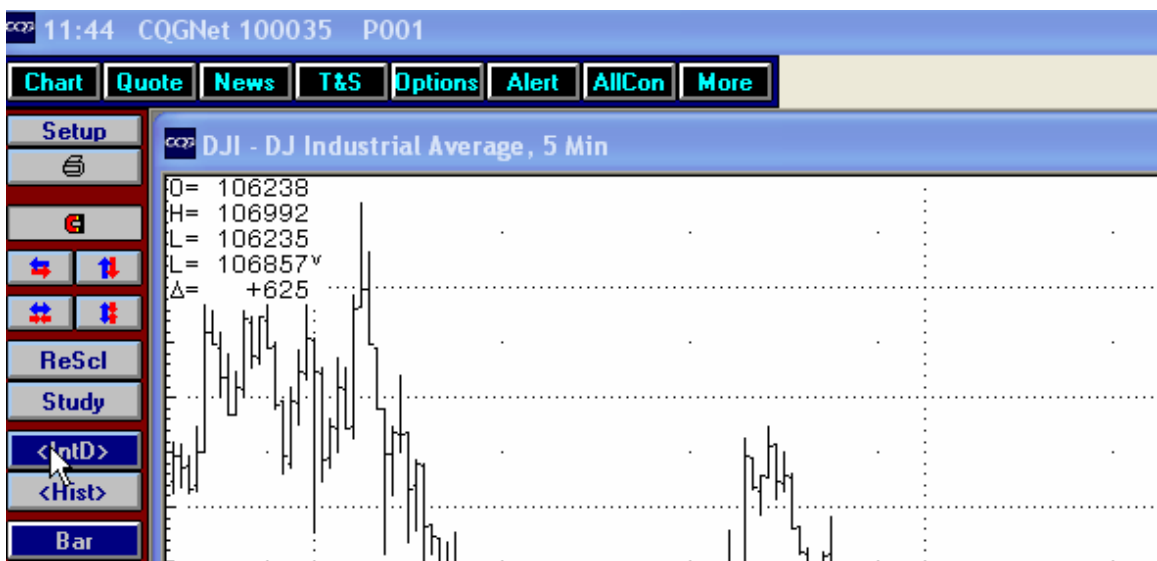
Description  or Symbol

Source  and Type

Results - 4 matches

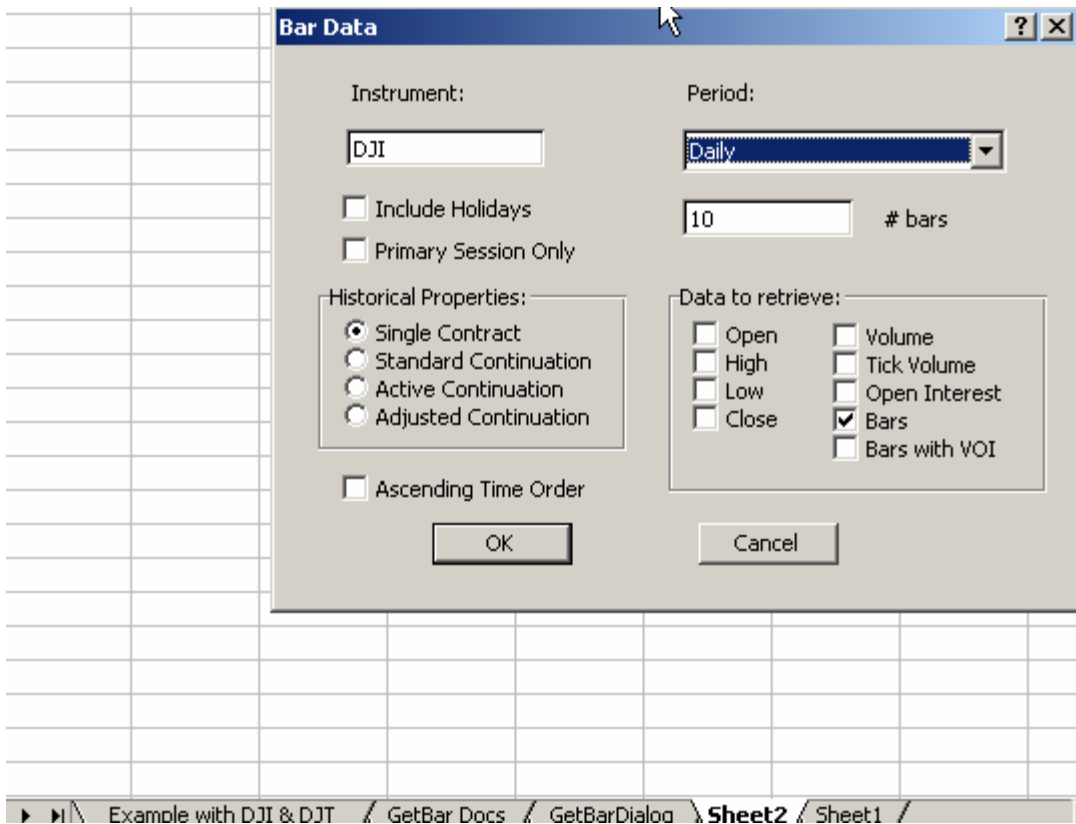
Type	Exchange	Instrument	Symbol
Stocks	American Stock Exchange	Ishares Lehman	S.US.AGG
Stocks	New York Stock Exchange	Ishares Lehman Tips Bond Fund	S.US.TIP
Stocks	New York Stock Exchange	Lehman ABS Corporation	S.US.JZC
Stocks	New York Stock Exchange	Lehman Brother Hldg Corp	S.US.LEH

Since we are simply looking for Lehman Brothers Holdings, we would click on the fourth result whose symbol appears to be S.US.LEH. By double clicking on this result, CQG brings up Lehman Brothers chart in its main page charting page, shown below.



\* Since CQG is such a large database, a specific CQG symbol is denoted to each stock. It is important to use this symbol lookup to retrieve the accurate symbol and precise information in your workbook.

**Step 3:** Toggle back to Excel. The pre-programmed workbook comes with three worksheets. In order to place your information on a worksheet, you can either use sheet 1 or insert your own. Once you are on a blank worksheet, pick the cell you want the information to start reading from. In our case, cell B3. Press the keys “Ctrl” and the letter “G” and the “Bar Data” box appears. In the instrument box, simply type the symbol that you looked up in step 2, DJI in our case. In the period box drop-down box and number of bars box, select the period and specific lines of information you want. In our case, Daily and 10 bars. Your screen should look like this.



**Step 4:** After you have entered the information you want to retrieve, simply click OK. The information will then be downloaded into your excel worksheet. Your screen should look like this.

	A	B	C	D	E	F
1	DJI	10378.2	13:31	Daily	Down	10
2						
3	Line Time	OPEN	HIGH	LOW	CLOSE	
4	06/28/05	10291	10387.1	10290.5	10378.8	
5	06/27/05	10298.1	10332.1	10253.5	10290.8	
6	06/24/05	10422.3	10422.3	10297.8	10297.8	
7	06/23/05	10587.1	10589	10419.6	10421.4	
8	06/22/05	10599.4	10646.2	10578	10587.9	
9	06/21/05	10608.9	10630.4	10580.9	10599.7	
10	06/20/05	10621.5	10637.6	10562.4	10609.1	
11	06/17/05	10580.4	10656.3	10579.5	10623.1	
12	06/16/05	10566.8	10595.5	10540.1	10578.7	
13	06/15/05	10548.7	10589.9	10495.4	10566.4	
14						

**Step 5:** From here, you can save this file as your own by simply clicking “File-save as” and saving it so you can retrieve updated information the next time you are in CQG.