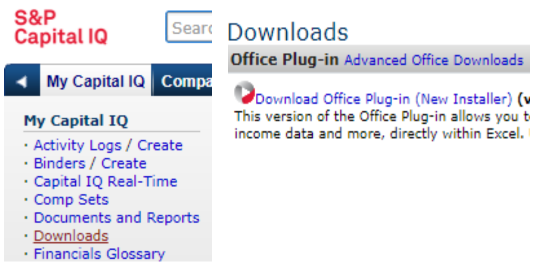
S&P Capital IQ

Excel Plug-in

GETTING STARTED…

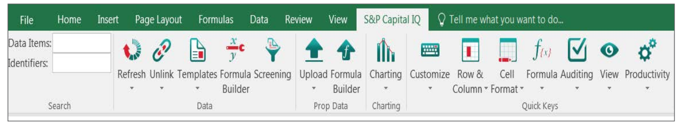
INSTALLING S&P CAPITAL IQ'S EXCEL PLUG-IN

- Requirements: Installing S&P Capital IQ's Excel Plug-in requires that your computer has Windows XP or higher, Excel 2003 or higher, and administrative rights to install applications on your computer.
- Download: To install/upgrade the Excel Plug-in, follow these steps:
    1. Close any open Excel applications/workbooks.
    2. Click on the Downloads link within the My Capital IQ page of the website. This will bring you to the Downloads page where you can click the Download Office Plug-in link to download the plug-in file for installation.



    3. You will be prompted to Run or Save the file; we recommend saving it to your desktop. You may delete this file from your desktop after you complete the installation.
    4. If installing for the first time, you will be prompted to enter your name and your company's name.
    5. Click Finish when the installation/upgrade process is complete. You may be asked to restart your computer.

S&P CAPITAL IQ'S EXCEL TOOLBAR



After installing the Excel Plug-in, a new toolbar will be available in Excel. This toolbar will help you use S&P Capital IQ within Excel.

The toolbar can help you to easily:

- Enable/Disable the Excel Plug-in
- Search any company financials
- Search for formulas
- Build formulas
- Create comp sets
- Go to saved screens
- Access charting
- Refresh data
- Open the S&P Capital IQ platform in a browser
- Open S&P Capital IQ's screening page
- Access filings

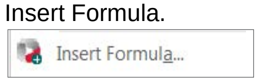
S&P CAPITAL IQ'S FORMULA BUILDER

FORMULA BUILDER: FIRST STEPS

In order to begin building formulas to populate your Excel spreadsheet with S&P Capital IQ's data sets, you will need to know how to access the Formula Builder.

The Formula Builder can be accessed two ways:

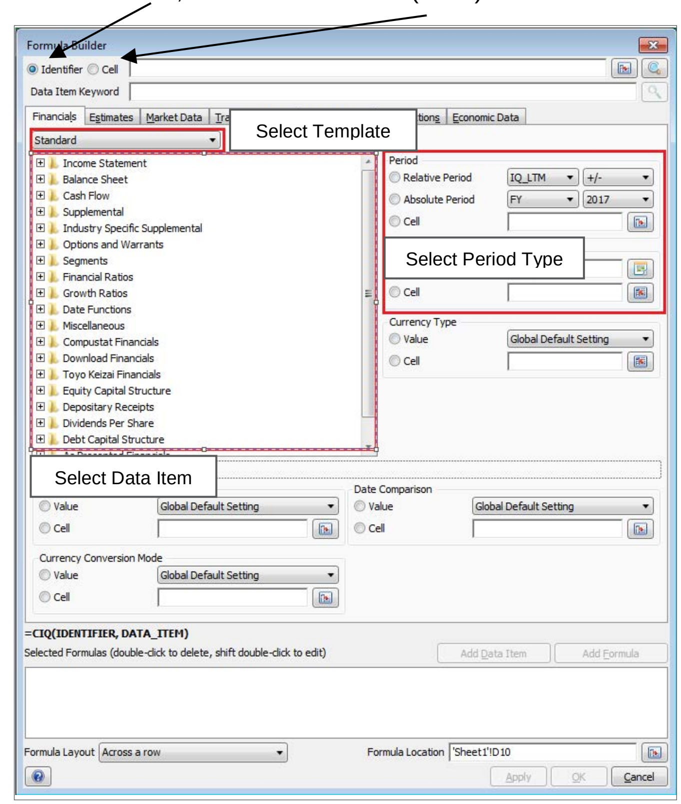
1. Click the Formula Builder button on the Capital IQ toolbar.
2. Right-click a cell and select Insert Formula.



The next step is to input a ticker, S&P Capital IQ ID, security ID, or reference a cell containing an identifier in the Formula Builder dropdown.

First, use the magnifying glass  icon to the right of the identifier box to look up a ticker or an ID.

Ex. Ticker= IBM, Ex. Cell Reference =(A1)



Other parameters to implement when building a custom formula are:

- **Template Type:** Choose the type of template depending on the industry-specific line items you would like to view. Options include: Standard, Banks, Insurance, Utility, Real Estate, Financial Services, Capital Markets, Bank Regulatory, Thrift Regulatory, and the following Toyo Keizai templates: General, Bank, Brokerage, Casualty Insurance, Life Insurance, and REITs.
- **Data Item (mandatory):** Choose your financial data item or data set, which can be found below the template option and are bundled in folders. Click on the + sign of any folder to display a full list of data items. Use the Data Item Keyword bar to search for any data item you can't find.
- **Time Period (optional; default is LTM):** Choose the desired period for the financial data item you selected. Options include: Period Types (ex: Latest Fiscal Year and Latest Fiscal Quarter), As of Date, Relative Date (default is Today), Specify Period (ex: FY2013).

FORMULA BUILDER: THE BASIC EQUATION

Once familiar with S&P Capital IQ's Formula Builder, you can choose to pull in the S&P Capital IQ data you desire directly into your cells by using a simple S&P Capital IQ formula. You can also audit your S&P Capital IQ data by right-clicking on your formula cell and selecting Audit Data.

S&P Capital IQ Basic Formula: Enter **=CIQ(Ticker, Data Item, Period and/or Date)** into the desired cell, and you should get the specified data.

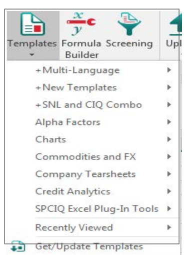
(ex: =CIQ("MSFT," "IQ_TOTAL_REV", IQ_FY))

S&P Capital IQ Advanced Formula: Enter **=CIQ(Ticker, Data Item, Period, As of Date, Reporting Type, Period/Filing Mode, Currency, Conversion Mode)** into the desired cell, and you should obtain the specified data point.
Note: *For an explanation of the Advanced Formula input items and a list of options for each criterion, please refer back to the Formula Builder found in the top tab.*

S&P CAPITAL IQ TEMPLATES

S&P Capital IQ's template section allows you to download pre-built S&P Capital IQ formula-driven Excel models.

To Download Templates:



1. Go to the Capital IQ tab.
2. Click the Templates option.
3. Select Get/Update Templates.
4. Check the boxes next to the templates you wish to download, or click the All button at the bottom of the screen.
5. Download the templates.
6. These templates will now appear in the Capital IQ dropdown menu under Templates.

We offer 100+ templates to be downloaded, including:

- Financial Snapshots
- Trading Comps
- Industry Templates
- Fixed Income Comps
- Estimates
- Valuation
- Transaction Comps
- Charts
- Historical Multiples
- Segments

Note: *Our Excel Modeling Team is also available to build custom models upon request, converting any of your previously-built models to be compatible with S&P Capital IQ's Excel Plug-in. Simply send your models to your Account Managers for conversion.*

S&P CAPITAL IQ SAVED SCREENS

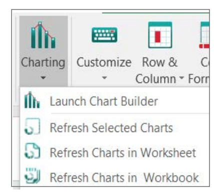
S&P Capital IQ's Excel Plug-in allows you to download the current results of your saved screens on the S&P Capital IQ platform. Simply click on the Screening icon in the Capital IQ tab in Excel.

A menu will appear.

1. Choose the type of screen you would like to see: My Screens, Recently Viewed Screens, All Screens.
2. You can filter by the type of screen: Company, Equity, Fixed Income, or Transactions.
3. Click the screen you would like to view.
4. Select whether you would like identifiers applied across a row or down a column.
5. Choose to download in a new or current worksheet or a new workbook.
6. Click OK.

S&P CAPITAL IQ CHARTING

There are three charting options within the Excel Plug-in:

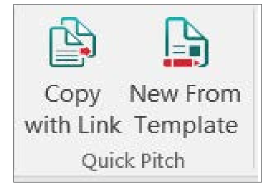


Quick Chart: The fastest way to create a Daily Time Series Chart for one company. Choose from various chart types, including Price Volume, TEV/ LTM EBITDA, P/LTM EPS, and more.
Build Chart: Displays all options for building a chart using the multiple-step charting wizard. From this option, you can chart several companies at once, create custom indices, and annotate your chart with events from S&P Capital IQ's Corporate Timeline.
Online Charting: Allows you to create your chart in Chart Builder on the S&P Capital IQ platform. This chart can then be exported into Excel.

S&P CAPITAL IQ'S PRESCENTER

When you can create Excel charts, tables, and spreadsheets and copy them into PowerPoint presentations with S&P Capital IQ's Excel Plug-in, you can keep your presentations automatically updated for any changes you make in Excel.

1. Highlight an area in Excel that you would like to place in a presentation.
2. Click on the Copy icon from the Capital IQ toolbar in Excel.



3. Open up a PowerPoint presentation and click on the Paste icon in the Capital IQ toolbar. Now your Excel content is linked from the workbook to the PowerPoint presentation.
4. After you make changes in your Excel workbook, simply go to your PowerPoint presentation and click the Update icon on the Capital IQ toolbar for the new changes to reflect.