**EXCEL**

1. Open Microsoft Excel.
2. Click the “Thomson Reuters Datastream” tab (purple underline).
3. Click, Logon button to login (brown arrow).

4. Select the **“Time Series Request”** button (purple arrow). This action opens **“Time Series Search Form”** in a new window (blue double arrow line).
5. Now click the **“Find Series”** button (black dotted arrows) to open the **“DFO Navigator”** window (orange double arrow line).
6. In the blank space to the right of the magnifying glass type a search term then click the **“Search”** button (red oval).
   a. In this example we are look for **Equities** information about **Starbucks**
7. Review the **“Results for...”** portion of the DFO page.” Check the variable or variables needed.
   a. In the example the first entry was “checked” (red circle).
8. Next, click **“Use”** (green arrow). By clicking the link the data code will be placed in the **Time Series Request form.**
9. **Time Series Request**
   a. Note the data code in the 1st search box (Find Series line)
      i. Example: @SBUX (orange box)
   b. Set the Start & End Date range. Frequency can be modified as well.
      i. Example: We are looking for Starbucks from the last two years on a daily frequency.
   c. Options box
      i. The Display Row Titles and Display Column Titles are default settings be sure to check the **Display Headings** (purple box).
      ii. **Display Datatype**
         1. Uncheck the Embed Formula box.
   d. Click “Submit” results will be placed in the Excel spreadsheet.

![Time Series Request](image)

10. **Excel Results:**

![Excel Results](image)

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11. Add More Data
   a. Move "cursor" to a new column (example: column D)
   b. Or open a new worksheet tab
   c. Click the Time Series Request option and repeat the steps listed above.

12. Save spreadsheet to a jump/flash or J drive.