

**Bloomberg**

# **The Bloomberg Office Tools Guide to Migrating from Microsoft Office 2013**

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Whether you are simply upgrading from Office 2013 to a supported version of the same bitness  
Maintaining a supported environment is important to ensuring that you are receiving the best that Bloomberg's desktop software has to offer.

On **October 31, 2023**, Bloomberg ends its support for **Microsoft Office 2013**, while Microsoft ended its support for Office 2013 on April 11, 2023.

After October 31, 2023, newer versions of **Bloomberg Office Tools** (which includes the Bloomberg add-ins in Excel, PowerPoint, Word and Outlook) will no longer install/auto-update until Microsoft Office 2013 is no longer detected and, at least, one supported version of Microsoft Office is present.

## Supported Versions of Microsoft Office

Beginning **November 1, 2023**, Bloomberg supports the following versions of Microsoft Office:

- Microsoft 365 (*Semi-Annual Enterprise Channel and Monthly Enterprise Channel* only)
- Microsoft 2016 (Retail/Volume)
- Microsoft 2019 (Retail/Volume)
- Microsoft Office 2021 (Retail/Volume)

Bloomberg's comprehensive Microsoft Office support information can be located by running "BBPC <GO>" on the Bloomberg Terminal application and selecting "Software Matrix" on the side menu bar.

To continue to receiving full support for Bloomberg Office Tools beyond October 31, 2023, along with new features, enhancements and improvements, we recommend that you migrate to a supported Microsoft Office product as soon as possible.

To help you on your selected path to receiving full support from Bloomberg for your Office Tools software, we provide the following guidelines:

### **PATH 1: Upgrading to a Supported Version (same bitness)**

This is probably the easiest way to remain in full support. Here are the recommended steps:

- 1) Upgrade from Microsoft Office 2013 to one of the supported versions of Microsoft Office/365 products.

#### **Important Notes:**

- a. Make sure that the bitness of the Office product you are upgrading to matches the bitness of your Microsoft Office 2013 installation. If the bitnesses will be different, please follow the steps under PATH 2) shown below.

- b. A complete list of supported versions can be found in the “Software Matrix” document on BBPC <GO>).
- 2) Make sure all instances of Excel, Word, PowerPoint and Outlook have been closed.
- 3) Launch the “API Environment Diagnostics” tool from Windows search or from the Bloomberg folder on the Start menu. Then, click “Start” and, if enabled, click “Repair”.
- 4) The Bloomberg tab should now appear on each supported Microsoft Office application’s ribbon.

## **PATH 2: Upgrading to a Supported Version (different bitness)**

You may have decided to upgrade to a supported Microsoft Office product that is a different bitness than your Microsoft Office 2013 installation. For example, if your Microsoft Office 2013 installation is 32-bit, while the upgraded version will be 64-bit. This is a very common migration choice. However, it’s important that you follow these steps to ensure that Bloomberg Office Tools installs and performs as expected:

- 1) Close all instances of Excel, Word, PowerPoint and Outlook.
- 2) Uninstall Bloomberg Office Tools
  - a. In Windows search, type “uninstall office” and select “Uninstall Office Tools” when it appears. If not present, follow step b). This will require Administrator rights, so you may need to reach out to your IT.
  - b. Use the “Programs & Features” option within Control Panel and select “Bloomberg Office Tools”. This will require Administrator rights and may require your IT.
- 3) Uninstall Microsoft Office 2013. This will require Administrator rights.
- 4) Install one of the listed supported Microsoft Office/365 products:

### **Important Notes:**

- a. This will require Administrator rights and may require your IT.
  - b. A complete list of supported versions can be found in the “Software Matrix” document on BBPC <GO>).
- 5) Launch one of the new Microsoft products (e.g. Excel) and activate it.
- 6) Close all instances of Excel, Word, PowerPoint and Outlook.
- 7) Download and install the “Bloomberg Office Tools” package from <https://www.bloomberg.com/professional/support/software-updates/>. This will require Administrator rights and may require your IT. This will detect the bitness of your new Microsoft Office/365 product and install the matching bitness of Bloomberg Office Tools.
- 8) Once installed, launch the “API Environment Diagnostics” tool under user context, click “Start” and then, if enabled, click “Repair”.
- 9) The Bloomberg tab should now appear on each supported Microsoft Office application’s ribbon.

## **PATH 3: Uninstalling Microsoft Office 2013 when a Supported Product is Also Already Installed.**

You may have both Microsoft Office 2013 and a supported version of Microsoft Office/365 currently installed. However, in order to continue receiving full support, you will still need to uninstall Microsoft Office 2013. For this path, we recommend the following steps:

- 1) Close all instances of Excel, Word, PowerPoint and Outlook.
- 2) Uninstall Microsoft Office 2013. This will require Administrator rights and may require your IT.
- 3) Repair the existing supported version of Microsoft Office/365 to ensure that there are no Windows registry issues caused by the removal of Microsoft 2013. This can be accomplished as follows:
  - a. Launch “Programs and Features” by holding down the Windows key and pressing the ‘r’ key and then in the Run Dialog box, enter **appwiz.cpl** and click “OK”. **NOTE:** As an alternative, you can open Control Panel and then click “Programs and Features”.
  - b. Scroll down until you locate your installed version of Microsoft Office/365.
  - c. Right-click it and select “Change”.
  - d. In the dialog Window that appears, select “Online Repair” and click the “Repair” button. This may take a little longer than the “Quick Repair”, but we find it much more effective.
- 4) Launch the “API Environment Diagnostics” tool under user context, click “Start” and then, if enabled, click “Repair”.
- 5) The Bloomberg tab should now appear on each supported Microsoft Office application’s ribbon.