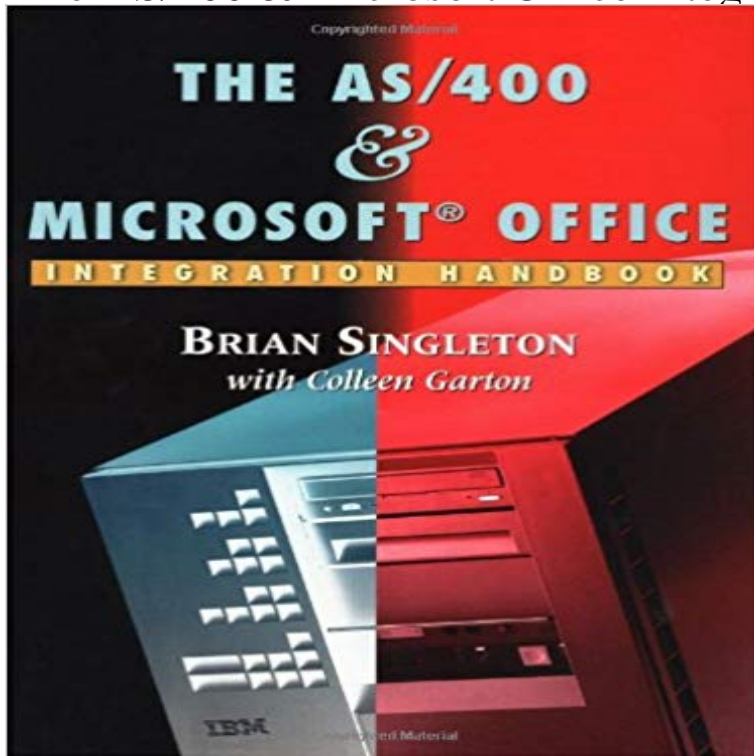


The AS/400 & Microsoft Office Integration Handbook



This book takes a detailed look at how you can integrate applications in the Microsoft Office 97 product suite with data from your AS/400. Tasks that used to be nearly impossible are now made easy if you learn the integration secrets in this book - secrets such as how to use your AS/400s output with your PC data formatting tools and how to easily make professional-looking reports with AS/400 data. You'll also learn the secret of using visual query tools to create sophisticated information output; how to analyze and summarize the detailed and often cumbersome reports from your AS/400; and how to combine the presentation capabilities of Microsoft Office with the database capabilities of the AS/400 to provide your company with the best of both worlds. The first sections of the book introduce the essential knowledge you need to use Client Access as you integrate AS/400 data with the Microsoft Office applications. Author Brian Singleton explains how to install and configure Client Access, how to provide a seamless method of AS/400 integration with Microsoft Office using ODBC, the network drive functionality of Client Access, and the Client Access Data Transfer function. He also describes TCP/IPs FTP file transfer function and how to use it to bring data from the AS/400 to your PC. The remaining sections cover the veritable Swiss Army knife functions of Microsoft Office. For each of the office applications, there's a specific chapter devoted to showing how each function can be used with the AS/400 - from using Word to create mailing labels, form letters, and envelopes to downloading data into spreadsheets, producing sophisticated queries and data retrievals, and creating sophisticated reports, using Outlook as your AS/400. If you have PCs attached to your AS/400, this handbook has the essential information that will show you how to harness the power of Microsoft

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