

INDEX

A

Access. *See* Microsoft Access; iSeries Access

Action queries in Microsoft Access, 154, 183

ActiveX Data Objects (ADO), xiii, 2, 3, 342, 344

- Easy Download Utility using, 133-139, **134**, 133
- OLE DB/ADO and, 3, 5, 8

add-ins for iSeries, 112. *See also* Microsoft Excel, iSeries Add-in for, 112

addresses, IP addresses, 8-9, **8**

ADO. *See* ActiveX Data Object

ADO object model, OLE DB/ADO and, 344-345, **345**

adopted authority and security, 24

alias creation over multimember database members, 31

ASCII vs. EBCDIC files

- Coded Character Set Identifier (CCSID) setting and, 322, **323**
- data transfer function and, 322
- FTP and, 327-328
- Network Neighborhood and, 281, 286, 288, **289**, 294-295

auto query option in Query, 51

autoformatted tables in Word, 73, **74**

B

batch file automation, data transfer function and, 320-321

bookmark creation in Word documents, for OLE DB/ADO, 75, 76-77, **76**, **77**, **78**

books, in Microsoft Excel, 85

C

cache buffers, Network Neighborhood and, 286, **287**

CFGTCP command, 8, **8**

Change FTP Attributes (CHGFTP) command, 329

chart creation from iSeries data using Excel, 94-102

- Chart Wizard for, 96-97, **97**
- column headers in, 95, **96**
- data source for, 98, **99**
- options for, 99, **100**

preparing data for, 94-95, **94**, **95**

- refreshing data in, 101
- selecting data for, 96, **96**
- sorting data for, 94-95, **94**, **95**, 101-102
- toolbar for, 101, **101**
- type of chart selected for, 97-98, **97**, **98**

Chart Wizard in Excel, 96-97, **97**, 188

client configuration, for Microsoft Outlook, 270-277, **271-276**

- client configuration, FTP, 327-328
- client-side emulation, Network Neighborhood and, 280
- Coded Character Set Identifier (CCSID) setting, data transfer function and, 322, **323**
- collection, in database, 142
- Columnar Autoform, in Microsoft Access, 187
- columns, 36
- connectivity, 1-9
 - addresses, IP addresses in, 8-9, **8**
 - ADO and, 2
 - data transfer function in, 3, **4**
 - FTP in, 4, 5
 - iSeries Access and, 2-9
 - iSeries Access components for, 2-6
 - iSeries Access Toolkit for, 8
 - iSeries Navigator and, **5, 6, 8**
 - Microsoft Access and iSeries Access, 1-9
 - Microsoft Office integration components for, 7-8, **7**
 - NetServer in, 4, 5
 - ODBC and, **2, 3, 5, 8, 11-33**
 - OLE DB/ADO and, 3, 5, 8
 - PC5250 terminal emulator in, **5, 5, 9**
 - TCP/IP and, 9
 - updating data dynamically through, 9
 - Windows and iSeries, 1
- copying files in Network Neighborhood, 281, 294
- CPYOIMPF command, 125-126, **126**
- Create Database File Wizard for file uploads to iSeries, 317-320, **318, 319, 320**
- criteria pane in Query, **51, 52**
- criteria setting in Query, in filtering records, 51-53, **51, 52**
- Crosstab queries in Access, 154
- D**
- data access objects (DAOs), 121
- Data Extract program for Excel, 125-127, **127**
- data pane in Microsoft Query, 46
- data source names (DSNs) in ODBC, 14-15
 - automated setup for, 27-30, **28, 29, 30**
 - configuring, 15-22
 - data source creation for, 17-22, **19, 21**
 - driver selection for, **17, 18**
 - file, 15
 - IP address for, 20
 - iSeries Directory entry creation for, 15-16, **16, 17**
 - library selection for, 20-22, **21**
 - naming, **19, 20**
 - system, 15, 21
 - user, 15
- data sources in ODBC, using Data Source Administrator to create, 14-15, **14, 17-22, 19, 21**
- data transfer function, 3, **4, 299-323**
 - ASCII and EBCDIC files and, 322
 - batch file automation and, 320-321
 - Coded Character Set Identifier (CCSID) setting and, 322, **323**
 - Create Database File Wizard for file uploads to iSeries using, 317-320, **318, 319, 320**
 - data transfer from iSeries to PC using, 302-312, **302-312**
 - data transfer from PC to iSeries using, 313-317, **314-316**
 - field reference file (FRF) in, 313
 - file description file (FDF) in, 300, 313
 - FTP and, 326
 - garbage data transfers and, 322-323
 - Network Neighborhood and, 284
 - ODBC vs., 12, 299-300
 - operation of, 300
 - PC file formats and, 300-302
 - transfer requests in, 300
- databases, xiii
 - columns in, 36
 - JET database engine and, 239
 - members in, 30
 - Microsoft Access. *See* Microsoft Access
 - Microsoft Query to insert data into tables in, 70-72, **70-73**
 - multimember, access through ODBC, 30-32
 - ODBC and, 11-33. *See also* ODBC
 - relational, 167-168
 - rows in, 36
 - tables in, 36
 - terminology used with, 142
 - Windows associations for files in, 282
- Datasheet Autoform in, 188
- Datasheet View, Microsoft Access and, 152-154, **152, 153**
- DB2, xiii, 341
 - macro to access data in, in Excel, 120-121
 - ODBC to access data in, for Excel, 121-123, **121-122**
 - OLE DB/ADO to access data in, for Excel, 123-125, **123-124**
- DBMS, xiii
- debugging Word macros, 79
- directory structures in Network Neighborhood, 290-294, **290, 292**
- driver managers in ODBC, 13
- drivers in ODBC, 13-14, **17, 18**

E

- Easy Download Utility
 - OLE vs. ODBC for, 134-135
 - referencing OLE objects for, 136
 - standard requirements for, 135-136
- EBCDIC vs. ASCII files
 - Coded Character Set Identifier (CCSID) setting and, 322, **323**
 - data transfer function and, 322
 - FTP and, 327-328
 - Network Neighborhood and, 281, 286, 288, **289**, 294-295
- email. *See* Microsoft Outlook
- envelopes, Zip code bar codes for, 74, **74**
- Excel. *See* Microsoft Excel
- exit points and security in ODBC, 24-25
- exporting data to iSeries using Microsoft Access, 232-238
 - creating table for, 234
 - data source selection for, 233-234, **234**, 237, **237**
 - exporting process in, 234-235, **235**, **236**
 - limitations to, 238
 - ODBC driver selection for, 233, **233**
 - saving data in, 236-237, **236**, **237**
- Express Client, 2. *See also* iSeries Access
- expression fields, in Access queries, 174-175, **174**, **175**, **176**
- expressions in Query, 56-57

F

- field reference file (FRF), data transfer function and, 313
- file deletion using Network Neighborhood, 282
- file description file (FDF), data transfer function and, 300, 313
- file extensions and Network Neighborhood, 286-288, 292, 293
- file formats, PC, data transfer function and, 300-302
- file systems, Network Neighborhood and, 290-294, **290**
- file transfer function. *See* data transfer function
- file transfer protocol. *See* FTP
- files, in database, 142
- filtering data
 - in Excel, 104
 - in Microsoft Access, queries for, 160-167, **161-167**
 - in Microsoft Query, 43-44, **44**, 51-53, **52**
- form letters in Microsoft Word using iSeries data, 67-70, **67-69**
- forms in Microsoft Access, 187-207
 - Chart Wizard in, 188

- Columnar Autoform in, 187
 - creation of, 188-193, **188-193**
 - customizing of, 193-199, **194-200**
 - Datasheet Autoform in, 188
 - graph type, 202-207, **203-207**
 - PivotTable Wizard in, 188
 - properties setting for fields in, 197-198
 - Tabular Autoform in, 188, 200-202, **201**
- FTP, xii, 4, 5, 325-339
- ASCII and EBCDIC files in, 327-328
 - Change FTP Attributes (CHGFTPA) command for, 329
 - changing FTP server default name format for, 336, **337**
 - client/server setup for, 327-328, 337-339, **338**
 - commands used with, 334, 334*t*
 - data transfer function vs., 326
 - file listing formats accessible using, 335-339
 - file transfer using, 331-333, **332**, **333**
 - iSeries configuration for, 329-330, **330**, **331**
 - operation of, 325-328
 - pros and cons of, 326-327
 - PUT and GET commands in, 327-328
 - REMOTE SYSTEM parameter in, 328
 - Secure Sockets Layer (SSL) and, 329
 - security issues in, 328-329
 - Send Network File (SNDNETF) command and, 326
 - TCP/IP and, 325
 - Telnet and, 329
 - virtual private networks (VPNs) and, 329

G

- garbage data transfers, data transfer function and, 322-323
- GET command, FTP and, 327-328
- graphs in Microsoft Access, 202-207, **203-207**
- grouping data
 - in Microsoft Access reports, 216-225, **216-226**
 - in Microsoft Query, 57-58

I

- IBMDA400, OLE DB/ADO and, 343-344
- IBMDARLA, OLE DB/ADO and, 343-344
- IBMDASQL, OLE DB/ADO and, 343-344
- inner joins, 183
- Integrated File System (IFS), Network Neighborhood and, 281, 288
- IP addresses, 8, 9, **8**
 - data source names (DSNs) and, 20

iSeries Access, xii, 1-9
 components of, 2-6
 data transfer function in, 3, **4**
 Easy Download Utility for, 133-139, **134**
 FTP and, 4, 5, 325
 importing data to, using Microsoft Access, 232-238
 iSeries Navigator and, **5, 6, 8**
 licenses for, 6, **7**
 Microsoft Office integration components for, 7-8, **7**
 NetServer in, 4, 5
 ODBC and, 2, **3, 5, 8, 11-33**
 OLE DB/ADO and, 3, 5, 8
 PC5250 terminal emulator in, 5, **5, 9**
 Toolkit for, 8
 updating data dynamically in, 9
iSeries Data Access Provider, OLE DB/ADO and, 343-344
iSeries Navigator, 5, **6, 8**

J

JET database engine
 Excel data and ODBC, 121
 Microsoft Access and, 239
 ODBC and, and updating data in, 32-33
joining tables, 53-57, **54, 55, 56, 57**
 inner joins in, 183
 join specification or criteria in, 53, 170
 key fields and joins in, 53, **54**
 left-outer joins in, 183
 Microsoft Access and, 146-148, **146, 148, 150, 182-183, 183**
 Microsoft Access and, for reports, 216-217, **217**
 one-to-many relationships in, 54, 170
 PivotTables in Excel and, 104-105, **105, 106**
 relational model and joins in, 53
 right-outer joins in, 183
 types of joins in, 182-183, **183**

K

key fields and joins, 53, **54**

L

left-outer joins, 183
libraries, data source names (DSNs) and selection of, 20-22, **21**
library, in database, 142
licenses for iSeries Access, 6, **7**
logical files for iSeries tables and Query performance, 59
loopback addresses, 8

M

macros, in Excel, 120-121
macros, in Word, 76, 78-84, **79-83**. *See also* Visual Basic for Applications (VBA)
 debugging, 79
 Macro Recorder for, 80
 OLE DB/ADO example using, 80-84, **81-83**
 running, 79, **80**
 Visual Basic for Applications (VBA) editor in, 78-79, **79**
Mail Merge Helper, Microsoft Query and, 35
Mail Merge Wizard, 73-74. *See also* form letters in Word; mailing labels in Word
mailing labels in Microsoft Access, 226-232, **226-232**
mailing labels in Word using iSeries data, 62-66, **62-66**
mapped network drives, 279, 282, **282, 295-297, 296**.
 See also Network Neighborhood
members, in database, 30
Microsoft Access, xiii, 141-246
 adding data to, 144, **144, 145**
 creating a database in, 143-144, **143, 144**
 Datasheet View in, 152-154, **152, 153, 158**
 deleting records in, 154, **154**
 deleting tables in, 150-151, **151**
 Design View in, 158
 exporting data to iSeries using, 232-238, 232
 creating table for, 234
 data source selection for, 233-234, **234, 237**
 exporting process in, 234-235, **235, 236**
 limitations to, 238
 ODBC driver selection for, 233, **233**
 saving data in, 236-237, **236, 237**
 Visual Basic for Applications (VBA) custom utility for, 238
 expression fields in, 174-175, **174, 175, 176**
 forms in, 187-207
 Chart Wizard in, 188
 Columnar Autoform in, 187
 creation of, 188-193, **188-193**
 customizing of, 193-199, **194-200**
 Datasheet Autoform in, 188
 graph type, 202-207, **203-207**
 PivotTable Wizard in, 188
 properties setting for fields in, 197-198
 Tabular Autoform in, 188, 200-202, **201**
 text properties in, 198-199, **199**
 types of, 187-188
 importing data to, 148-150, **149**
 iSeries data used in, 142-151
 adding data in, 144, **144, 145**

- creating a new database for, 143-144, **143, 144**
- data source selection for, 145-146, **146**
- deleting tables in, 150-151, **151**
- importing from, 148-150, **149**
- linking tables in, 146-148, **146, 148**, 150
- linking to, 142-148, **143**
- linking vs. importing in, 150
- passwords in, 146
- primary key set for tables in, 147, **147**
- renaming tables in, 148, **148**
- JET database engine and, 239
- joining table in, 167-175, 182-183, **183**
 - join criteria for, 170
 - inner joins in, 183
 - left-outer joins in, 183
 - one-to-many relationship in, 170
 - result table or result set in, 172
 - right-outer joins in, 183
- limiting library searches in, 244-245
- linking iSeries data to, 142-148, **143**
- mailing labels in, 226-232, **226-232**
- moving/changing order of columns in, 163, **163**
- offloading processing from, for speed, 244
- passwords in, 146, 243
- performance cautions for, 186-187
- queries in, 154-187, **155**
 - action-type, 154, 183
 - crosstab-type, 154
 - Design View for, 158
 - expression fields in, 174-175, **174, 175, 176**
 - inner joins for, 183
 - joining tables for, 167-175, **169, 170-176**, 182-183, **183**
 - left-outer joins in, 183
 - moving/changing order of columns in, 163, **163**
 - parameter-type, 178-182, **180, 181, 182**
 - pass-through type, 155, 187, 239-243, **240-242**
 - performance cautions for, 186-187
 - relational model for, 167-168
 - result table or result set in, 172
 - right-outer joins in, 183
 - select-type, 154, 155-157, **156, 157**
 - sorting and filtering data in, 160-167, **161-167**
 - SQL View for, 158-159
 - summary-type, 176-179, **177, 178, 179**
 - update type, 184-186, **184, 185, 186**
 - viewing, 158-159, **158, 159, 160**
- relational model in, 167-168
- reports in Microsoft Access, 208-238
 - columnar type, adjusting column widths in, 211-212, **212**
 - creation of, 208-214, **208-214**
 - Design View for, 214-216, **215, 225, 225**
 - fields in, selection of, 209, **209, 218, 219**
 - formatting fields in, 217, **217**
 - grouping and totaling data in, 216-225, **216-226**
 - grouping levels in, 210, **210**
 - joining tables for, 216-217, **217**
 - moving fields, columns in, 215-216, **215, 216**
 - naming, 212, **213, 223, 223**
 - previewing, 213, **213, 214, 223-224, 224, 226**
 - Report Editor for, 214-216, **214**
 - sorting data for, 210-211, **211**
 - styles for, 212, **212, 222, 222**
- result table or result set in, 172
- security in, 245-246
- speed tips for, 239
- SQL compiler and, 239
- SQL View in, 158-159
- terminology used with, 142
- updating data in, 184-185, **184, 185, 186**
- views in SQL and, 246
- Microsoft Data Access Components (MDAC), 342, 343
- Microsoft Excel, xiii, 85-140
 - books and sheets in, 85
 - chart creation from iSeries data in, 94-102
 - Chart Wizard for, 96-97, **97**
 - column headers in, 95, **96**
 - data source for, 98, **99**
 - location of, in placing the chart, 100, **100**
 - options for, 99, **100**
 - preparing data for, 94-95, **94, 95**
 - refreshing data in, 101
 - selecting data for, 96, **96**
 - sorting data for, 94-95, **94, 95**, 101-102
 - toolbar for, 101, **101**
 - type of chart selected for, 97-98, **97, 98**
 - DB2/400 access using a VBA macro in, 120-121
 - DB2/400 access using ODBC, 121-123, **121-122**
 - DB2/400 access using OLE DB/ADO, 123-125, **123-124**
 - destinations for data in, 91-92
 - Easy Download Utility for, 133-139, **134**
 - entering code for, 137
 - examining code for, 137-138, **138-139**
 - modifying code to create other automation projects using, 139
 - OLE vs. ODBC for, 134-135

- Microsoft Excel, Easy Download Utility, *continued*
 referencing OLE objects for, 136
 SQL statements in, 136-137
 standard requirements for, 135-136
- Get External Data and Query in, 35
- importing data without iSeries Access for, 125-133
 CPYOIMPF command in, 125-126, **126**
 Data Extract program for, 125-127, **127**
 importing data to Excel in, 127-132, **127-133**
- iSeries Add-in for, 112-120
 accessing and using, through toolbar, 115-120, **115**
 data transfer completed by, 119, **120**
 data transfer using, 112
 installing, 113-114, **113, 114**
 library/file specified for transfer using, 116-117, **117, 118**
 options for transfer in, 118-119, **118**
 requesting data using, 116, **116**
 saving transfer request in, 119, **119**
 Transfer Data button in, 115, **115**
- macros in, 120-125
 DB2/400 access using, 120-121
 Easy Download Utility using, 133-139, **134**
 ODBC to access DB2/400 data using, 121-123, **121-122**
 OLE DB/ADO to access DB2/400 data using, 123-125, **123-124**
- Microsoft Query for iSeries data retrieval for, 35, 85-93, **86-94**
 adding tables to the query in, 87-88, **88**
 column headings in, 89, **89**
 data source selection for, 86-87, **87**
 destinations for data in, 91-92
 editing a query in, 93, **94**
 External Data Range Properties and setting
 options for data in, 90-91,
 query results displayed for, 90
 saving a query for, 90-91
 summary fields in, 89, **89**
 updating data in, 92-93, **93**
- OLE DB/ADO vs. ODBC for transfers in, 134-135
- PivotTables in, 102-112
 data source selection for, 102-103, **103, 104**
 filtering data for, 104, **104**
 forming query for, 104-105, **105, 106**
 Get Data for, 103, **103**
 joining tables in, 104-105, **105, 106**
 layout settings for, 106-108, **107, 108**
 location of, in workbook, 108-109
 modifying queries and results in, 111-112, **111, 112**
 options for use and application of, 108-109, **109**
 query results displayed in, 109, **110, 111**
 Wizard for, 102
 updating data in, 92-93, **93**
- Microsoft Office, xii, 1-9
 integration components for iSeries Access and, 7-8, 7
- Microsoft Outlook, xiii, 247-277, **248**
 client configuration for, 270-277, **271-276**
 connection method selection in, 275, **275**
 MIME mail and, 249
 POP3/SMTP server settings and, 247-248, 247
 QSMTMPBRCL bridge function and, 249-250
 QSMTMPBRSR bridge function and, 249-250
 QSMTMPQ distribution queue and, 249-250
 reading email using, control of, 276-277, **277**
 server setup for iSeries (from 5250 terminal)
 mail server framework running for, 251, **251, 252**
 POP3 configuration for, 260-261, **261**
 QSNADS subsystem for, 251
 routing tables setup for, 254, **254**
 SMTP configuration in, 252-255, **253-256**
 system-distribution directory entries for,
 257-260, **258, 259, 260**
 user profile creation for, 256-257, **257**
 server setup for iSeries (using Operations
 Navigator), 261-270
 POP3 configuration for, 264-267, **265, 266, 267**
 SMTP configuration for, 262-264, **262, 263, 264**
 users and system-distribution directory setup
 for, 267-268,
 server setup for iSeries, 247-248, 250-261
 SNADS Extended Bridge Function and, 249-250
 spam and, 248, 252
 System Network Architecture Distribution System
 (SNADS) and, 249-250
 TCP/IP mail handling in, 249
 user profile creation for, 256-257, **257**
- Microsoft Query, xiii, 35-59
 access to, through Word or Excel menus, 35
 auto query option in, 51
 criteria pane in, 51, **52**
 criteria setting for, in filtering records, 51-53, **51, 52**
 data pane in, 46
 database terminology used with, 36
 designing a query using, speeding up, 51
 expressions in, 56-57
 filtering records in, 43-44, **44, 51-53, 52**
 form letters in Word using, 67
 Get External Data and, 35
 insert data into Word tables using, 70-72, **70-73**

- installation of, 36-39, **37, 38, 39**
 - join specification or criteria in, 53
 - joining tables, 53-57, **54, 55, 56, 57**
 - one-to-many relationships in, 54
 - key fields and joins in, 53, **54**
 - logical files for iSeries tables and, 59
 - Mail Merge Helper and, 35
 - mailing labels in Word using, 62
 - “manual” method to create query in (no Wizard), 45-46, **45, 46, 47**
 - Microsoft Excel and, getting iSeries data using, 85-93, **86-94**
 - ODBC and, 35-36
 - performance cautions for, 58-59
 - Query Wizard to create query in, 40-44, **41, 42, 43, 44, 45**
 - refreshing a query in, 51
 - relational model and joins in, 53
 - saving query in, 47, **47**
 - shortcut creation for, 39, **40**
 - sorting data in, performance and, 59
 - sorting records using, 48-49, **48**
 - SQL and, 36, 49, **49**
 - totaling and grouping using, 57-58, **58**
 - updating data using, 49-50, **50**
 - Microsoft Word, xii, 61-84
 - applications for, 61
 - form letters using iSeries data and ODBC, 67-70, **67-69**
 - iSeries data in, using ODBC or OLE DB/ADO to retrieve, 62
 - macro creation in, 76, 78-84, **79-83**
 - debugging, 79
 - Macro Recorder for, 80
 - OLE DB/ADO example using, 80-84, **81-83**
 - running, 79, **80, 79**
 - Visual Basic for Applications (VBA) editor in, 78-79, **79**
 - Mail Merge Helper and Query in, 35
 - Mail Merge lists using, 70
 - Mail Merge Wizard in, additional features of, 73-74
 - mailing labels using iSeries data and ODBC, 62-66, **62-66**
 - Microsoft Query accessed through, 35
 - Microsoft Query to build form letters in, 67
 - Microsoft Query to build mailing labels in, 62
 - Microsoft Query to insert data into tables in, 70-72, **70-73**
 - ODBC and, to retrieve iSeries data for, 62
 - OLE DB/ADO to move iSeries data into, 75-84
 - bookmark creation for, 75, 76-77, **76, 77, 78**
 - creating Word documents for, 75-78
 - dynamic connection established for, 75
 - macro creation for, 76, 78-84, **79-83**
 - table autofORMAT in, 73, **74**
 - tables in, using Query to insert data into, 70-72, **70-73**
 - Zip code bar codes for envelopes in, 74, **74**
 - Midrange Computing web site, xiv
 - MIME mail, Microsoft Outlook and, 249
 - multimember database file access through ODBC, 30-32
 - alias creation over members in, 31
 - JET engine and updating data in, 32-33
 - making data updateable through ODBC in, 32-33
 - QCMDEXC to access members in, 31-32
- ## N
- .NET Access, OLE DB/ADO and, 351-352, **351-352**
 - NetServer, 4, 5, 281
 - Network Neighborhood and, 287, **288**
 - network drive function, Network Neighborhood and, 289, **290**
 - Network Neighborhood, 279-298
 - ASCII vs. EBCDIC files and, 281, 286, 288, **289, 294-295**
 - cache buffers and, 286, **287**
 - capabilities of, 281-282
 - client vs. server emulation in, 280
 - configuration and usage of, 283-289, **283, 284**
 - connecting to iSeries Access and, 285, **286**
 - copying files in, 281, 294
 - data transfer function and, 284
 - directory structures in, 290-294, **290, 292**
 - drilling down through folders in, 293, **293**
 - file deletion using, 282
 - file extensions and, 286-288, 292, 293
 - file systems and, 290-294, **290**
 - Integrated File System (IFS) and, 281, 288
 - mapping drives in, 282, **282, 295-297, 296**
 - NetServer and, 281, 287, **288**
 - network drive function and, 289, **290**
 - QDLS file system and, 281
 - security in, 297-298
 - Send-to-Notepad option for, 294-295, **294**
 - Server Message Block (SMB) technology and, 280
 - viewing iSeries library system in Windows Explorer using, 279, **280**
 - Windows associations for files in, 282

O

- ODBC, xii, 2, **3**, 5, 8, 11-33
 - adopted authority and security in, 24
 - applications for, 12
 - architecture (layers) of, 13-15, **13**
 - automating DSN setup in, 27-30, **28**, **29**, **30**
 - data source names (DSNs) in, 14-15
 - automated setup for, 27-30, **28**, **29**, **30**
 - configuring, 15-22
 - data source creation for, 17-22, **19**, **21**
 - driver selection for, 17, **18**
 - file, 15
 - IP address for, 20
 - iSeries Directory entry creation for, 15-16, **16**, **17**
 - library selection for, 20-22, **21**
 - naming, **19**, 20
 - system, 15, 21
 - user, 15
 - data sources in, using Data Source Administrator to create, 14-15, **14**, 17-22, **19**, **21**
 - data transfer function vs., 12, 299-300
 - database terminology used with, 36
 - driver managers in, 13
 - drivers in, 13, 17, **18**
 - exit points and security in, 24-25
 - exporting data to iSeries using Microsoft Access and, 233, **233**
 - library searches by, limiting, to save time, 244-245
 - mailing labels in Word using iSeries data moved with, 62-66, **62-66**
 - Microsoft Excel vs., accessing DB2 data using, 121-123, **121-122**
 - Microsoft Excel, vs. OLE DB/ADO data transfers, 134-135
 - Microsoft Query and, 35-36
 - Microsoft Word and, to move data between iSeries and, 62
 - multimember database file access through, 349-351, **350**
 - alias creation over members in, 31
 - JET engine and updating data in, 32-33
 - making data updateable through, 32-33
 - QCMDEXC to access members in, 31-32
 - SQL and data updates using, 32-33, **33**
 - OLE DB/ADO and vs., 341
 - OLE DB/ADO and, data sources in ODBC and, 349-351, **350**
 - operation of, 11-12
 - password sniffing using trace and, 25-27, **26**
 - security in, 23-27
 - data updates and, 23-25
 - Microsoft Access in, 245-246
 - SQL and data updates using, 32-33, **33**
 - stored procedures for updates and, 24
 - updating data using, security issues of, 23-25
- OLE DB/ADO, 3, 5, 8, 341-353
 - ActiveX Data Objects (ADO) and, 342, 344
 - ADO object model and, 344-345, **345**
 - acquiring and installing support for, 344
 - bookmark creation in Word documents and, 75, 76-77, **76**, **77**, **78**
 - creating Word documents for, 75-78
 - dynamic connection established for, 75
 - IBMDA400 and, 343-344
 - IBMDARLA and, 343-344
 - IBMDASQL and, 343-344
 - iSeries Data Access Provider and, 343-344
 - macro creation in Word for, 76, 78-84, **79-83**
 - macro in Word for, 80-84, **81-83**
 - Microsoft Data Access Components (MDAC) and, 342, 343
 - Microsoft Excel and, accessing DB2 data using, 123-125, **123-124**
 - Microsoft Excel, vs. ODBC data transfers, 134-135
 - Microsoft Word and, to move data between iSeries and, 62, 75-84
 - NET Access and, 351-352, **351-352**
 - ODBC data sources and, 341, 349-351, **350**
 - performance considerations in, with ODBC, 351
 - programming languages supported in, 345
 - Universal Data Access (UDA) and, 341-346 using, 345-346
 - Visual Basic for Applications (VBA) programming examples for, 346-351, **346-347**, **348**
- one-to-many relationship, in joined tables, 54, 170
- Operations Navigator, 261-270. *See also* Microsoft Outlook, server setup for iSeries
- Outlook. *See* Microsoft Outlook

P

- parameter queries in Microsoft Access, 178-182, **180**, **181**, **182**
- Pass-through queries in Access, 155, 187, 239-243, **240-242**
- password sniffing using trace and, 25-27, **26**
- passwords, Microsoft Access and, 146, 243
- PC5250 terminal emulator, 5, 5, 9
- PivotTable Wizard in, 188
- PivotTables in Excel, 102-112
 - data source selection for, 102-103, **103**, **104**

- filtering data for, 104, **104**
 - forming query for, 104-105, **105**, **106**
 - Get Data for, 103, **103**
 - joining tables in, 104-105, **105**, **106**
 - layout settings for, 106-108, **107**, **108**
 - location of, in workbook, 108-109
 - modifying queries and results in, 111-112, **111**, **112**
 - options for use and application of, 108-109, **109**
 - query results displayed in, 109, **110**, **111**
 - POP3 configuration, Microsoft Outlook and, 260-261, **261**, 264-267, **265**, **266**, **267**
 - POP3/SMTP server settings, 247-248
 - primary key, in database tables, 147
 - PUT command, FTP and, 327-328
- Q**
- QCINDEX to access multimember databases, 31-32
 - QDLS file system, 291
 - Network Neighborhood and, 281
 - QFileSvr.400 file system, 291
 - QLANSRV file system, 291
 - QOpenSys file system, 291
 - QOPT file system, 291
 - QSMTPBRCL bridge function, 249-250
 - QSMTPBRSR bridge function, 249-250
 - QSMTPQ distribution queue, 249-250
 - QSNADS subsystem, Microsoft Outlook and, 251
 - QSYS.LIB file system, 291, **292**
 - queries in Microsoft Access, 154-187, **155**
 - action-type, 154, 183
 - crosstab-type, 154
 - Design View for, 158
 - inner joins for, 183
 - joining tables for, 167-175, 182-183, **183**
 - left-outer joins in, 183
 - moving/changing order of columns in, 163, **163**
 - parameter-type, 178-182, **180**, **181**, **182**
 - pass-through type, 155, 187, 239-243, **240-242**
 - performance cautions for, 186-187
 - result table or result set in, 172
 - right-outer joins in, 183
 - select-type, 154, 155-157, **156**, **157**
 - sorting and filtering data in, 160-167, **161-167**
 - SQL View for, 158-159
 - summary-type, 176-179, **177**, **178**, **179**
 - update type, 184-186, **184**, **185**, **186**
 - viewing, 158-159, **158**, **159**, **160**
 - Query Wizard, 40-44, **41**, **42**, **43**, **44**, **45**
 - Query. *See* Microsoft Query
- R**
- refreshing a query, 51
 - relational model and joins, 53, 167-168
 - REMOTE SYSTEM parameter, FTP and, 328
 - reports in Microsoft Access, 208-238
 - columnar type, adjusting column widths in, 211-212, **212**
 - creation of, 208-214, **208-214**
 - Design View for, 214-216, **215**, 225, **225**
 - fields in, selection of, 209, **209**, 218, **219**
 - formatting fields in, 217, **217**
 - grouping and totaling data in, 216-225, **216-226**
 - grouping levels in, 210, **210**
 - joining tables for, 216-217, **217**
 - moving fields, columns in, 215-216, **215**, **216**
 - naming, 212, **213**, 223, **223**
 - previewing, 213, **213**, **214**, 223-224, **224**, **226**
 - Report Editor for, 214-216, **214**
 - sorting data for, 210-211, **211**
 - styles for, 212, **212**, 222, **222**
 - result table or result set, in Access queries, 172
 - right-outer joins, 183
 - root file system, 291
 - rows, 36
- S**
- sample data, xiii-xiv
 - Secure Sockets Layer (SSL), 329
 - security
 - adopted authority and, 24
 - exit points and, 24-25
 - FTP and, 328-329
 - Microsoft Access and, 245-246
 - Network Neighborhood and, 297-298
 - ODBC and, 23-27
 - password sniffing using trace and, 25-27, **26**
 - Secure Sockets Layer (SSL) and, 329
 - stored procedures for updates and, 24
 - Telnet and, 329
 - virtual private networks (VPNs) and, 329
 - Select queries in Access, 154, 155-157, **156**, **157**
 - Send Network File (SNDNETF) command, 326
 - Send-to-Notepad option, 294-295, **294**
 - Server Message Block (SMB) technology, 280
 - server, email, iSeries as, 247-248, 250-261. *See also*
 - Microsoft Outlook, server setup for iSeries
 - server, FTP, 327-328
 - server-side emulation, in Network Neighborhood, 280
 - sheets, in Microsoft Excel, 85

SMTP configuration, Microsoft Outlook and, 252-255, **253-256**, 262-264, **262**, **263**, **264**

SNADS Extended Bridge Function, 249-250

sorting data

- charts in Excel and, 101-102
- Microsoft Access and, queries in, 160-167, **161-167**
- Microsoft Excel and, for charts, 94-95, **94**, **95**
- reports in Microsoft Access and, 210-211, **211**
- using Query, 48-49, **48**

spam, Microsoft Outlook and, 248, 252

SQL

- database terminology used with, 36
- Easy Download Utility use of, 136-137
- Microsoft Query and, 36, 49, **49**
- ODBC and, updating data using, 32-33, **33**
- Pass-through queries in Access and, 239-243, **240-242**
- views in, 246

SQL compiler, Microsoft Access and, 239

stored procedures for updates, ODBC and, 24

summary queries in Microsoft Access, 176-179, **177**, **178**, **179**

System Network Architecture Distribution System (SNADS), Microsoft Outlook and, 249-250

system-distribution directory entries, Microsoft Outlook and, 257-260, **258**, **259**, **260**

T

tables, 36, 142

- autoformatting, in Word, 73, **74**

Tabular Autoform in, 188, 200-202, **201**

TCP/IP, xii, 9

- FTP and, 325
- Microsoft Outlook and, mail handling in, 249

Telnet, 4, 5, 329

terminal emulation. *See* PC5250 terminal emulator

totaling data,

- in Microsoft Access reports, 216-225, **216-226**

- using Query, 57-58, **58**

trace utility in ODBC, password sniffing using, 25-27, **26**

transfer requests, data transfer function and, 300

U

Universal Data Access (UDA), xiii, 341-346. *See also* OLE DB/ADO

updating data dynamically, 9

- exit points and security in, 24-25
- Microsoft Access and, 184-186, **184**, **185**, **186**
- Microsoft Excel and, 92-93, **93**
- Microsoft Query and for, 49-50, **50**
- multimember database files and, 32-33
- ODBC and, 23-25
- stored procedures for updates and, 24

user profile creation, Microsoft Outlook and, 256-257, **257**

V

views, SQL, 246

virtual private networks (VPNs), 329

Visual Basic for Applications (VBA)

- Easy Download Utility using, 133-139, **134**
- examining code in, 137-139
- Excel macros and, 120-121
- OLE DB/ADO and programming examples of, 346-351, **346-347**, **348**
- Word macros and, 78-79, **79**

W

Windows and iSeries connectivity, 1-9

Windows associations for files, 282

Word. *See* Microsoft Word

Z

Zip code bar codes for envelopes, 74, **74**