

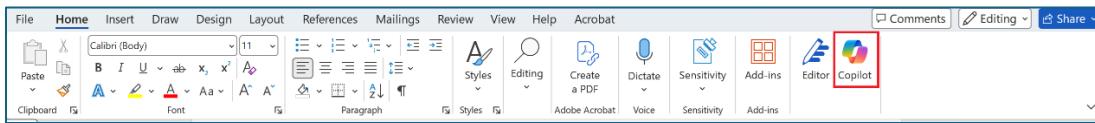
This document presents a comprehensive overview of Microsoft Copilot offerings, outlining their core AI capabilities, practical use cases, and example prompts. It also highlights the specialized agents embedded across Microsoft 365 applications.

Microsoft Word

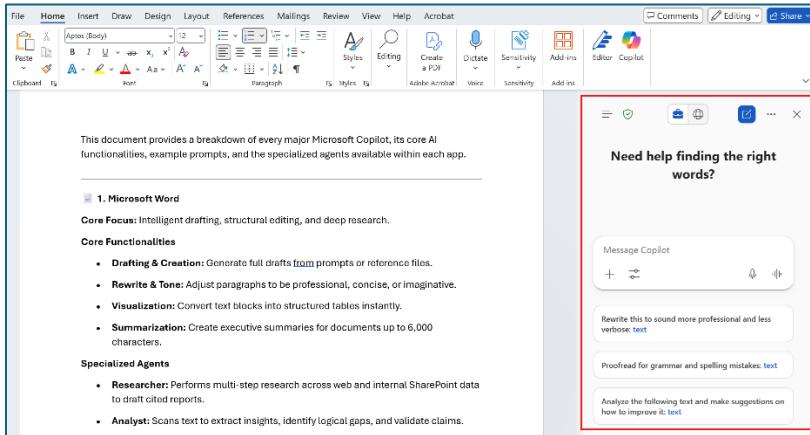
- **Core Focus:** Intelligent drafting, structural editing, and deep research.

- **How to use it?**

1. Open existing or new Word document and find Copilot icon in Accenture system.



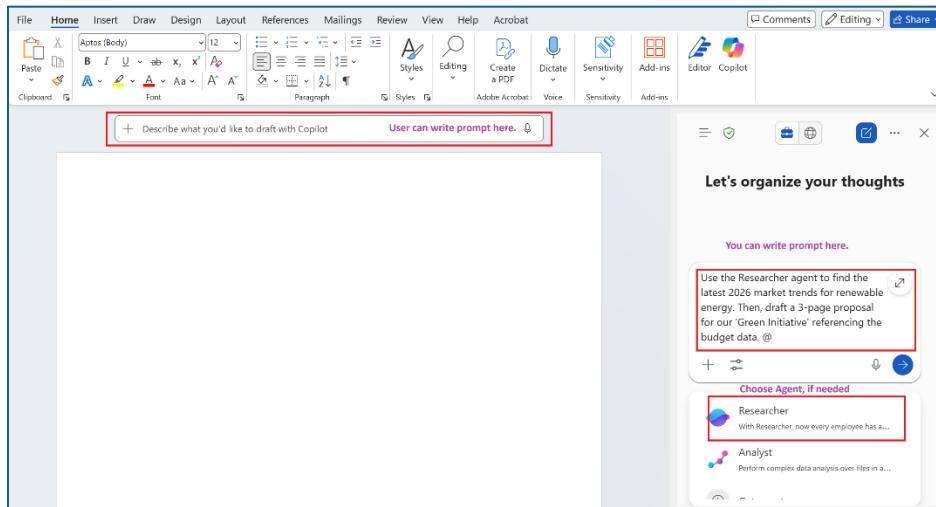
2. Click and open Copilot



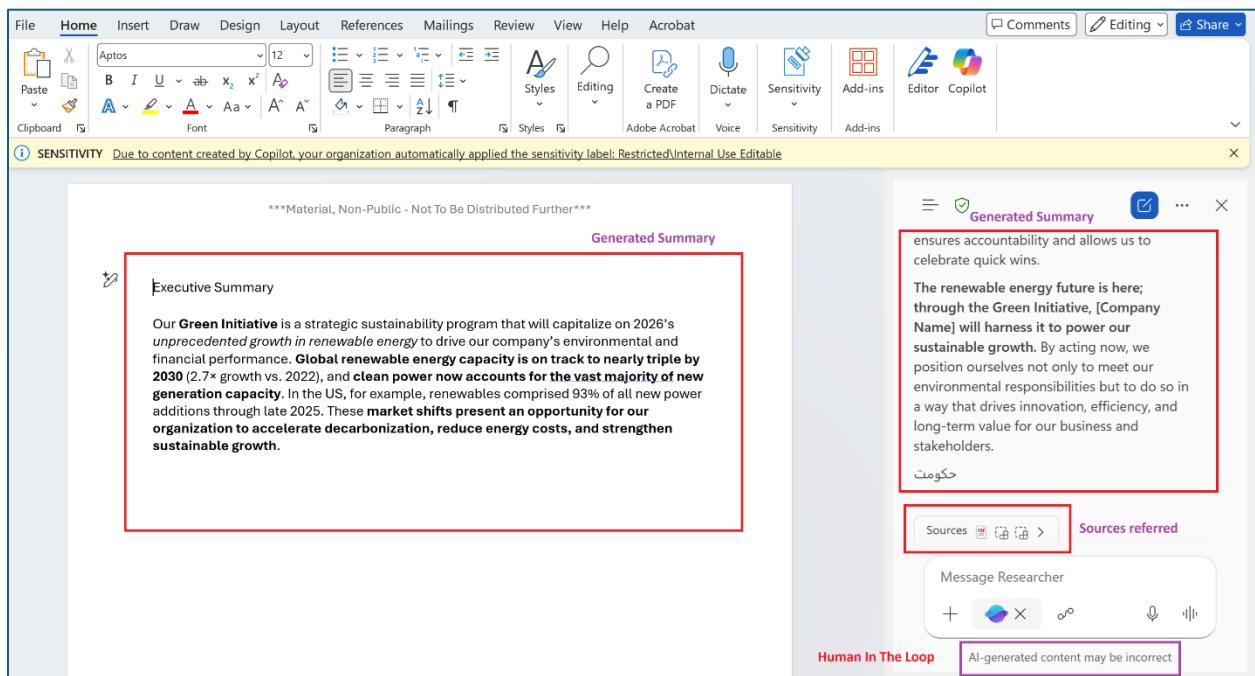
➤ Core Functionalities

- ✓ **Drafting & Creation:** Generate full drafts from prompts or reference files.

1. Choose your agent, if needed and write a prompt

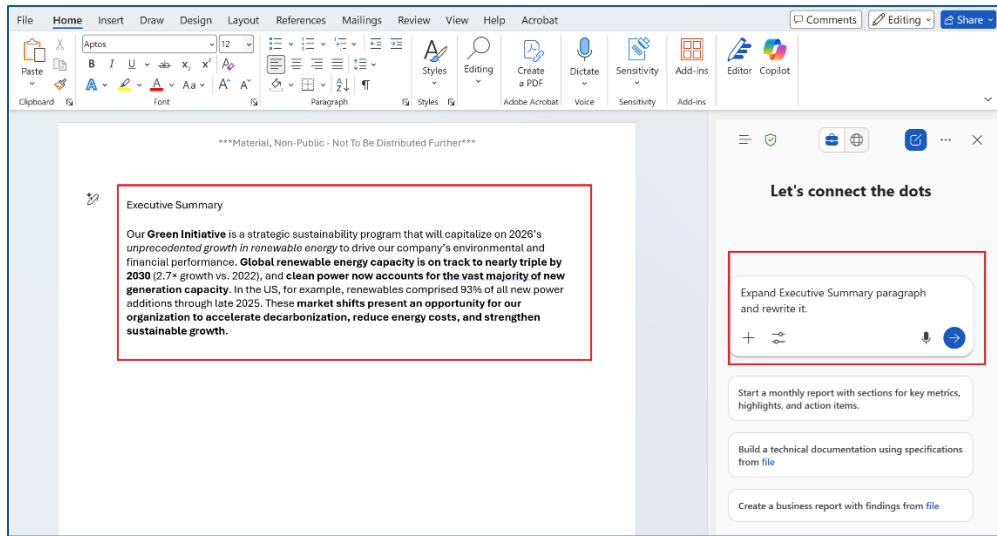


2. Once submit the prompt, summary will get generated. You can further refine it, add content by asking follow-up questions.

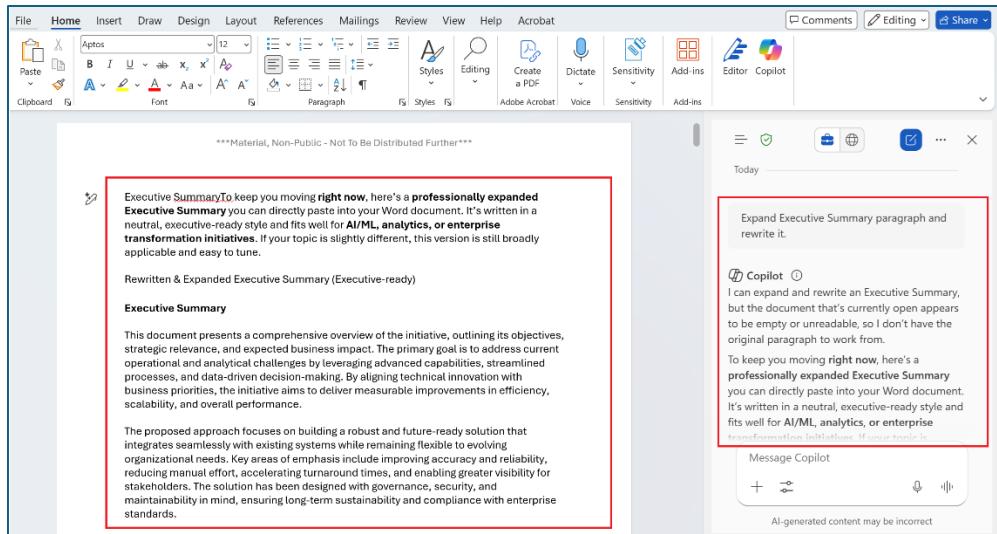


- ✓ **Rewrite & Tone:** Adjust paragraphs to be professional, concise, or imaginative.

1. Write prompt as per requirements

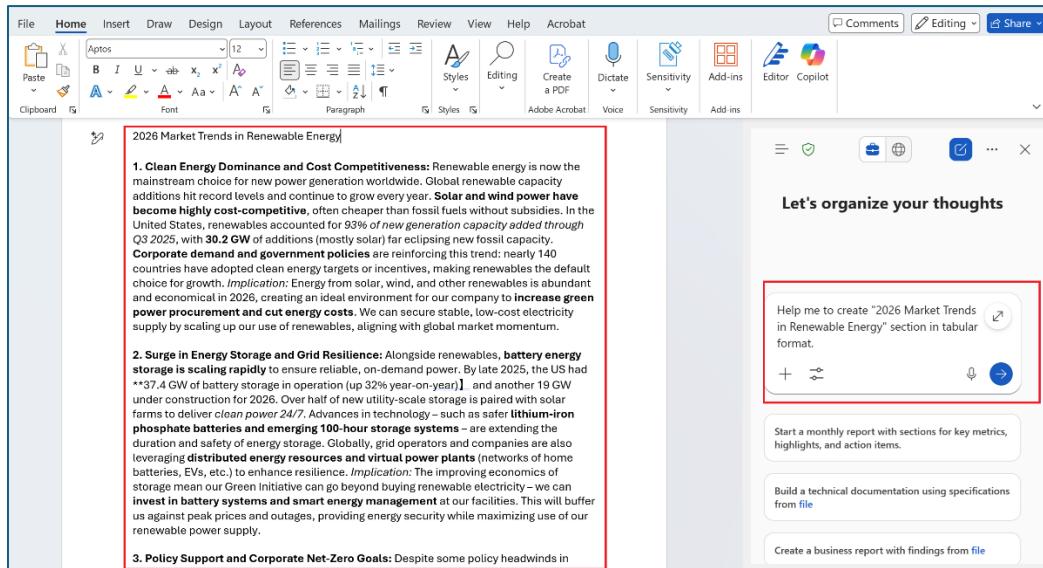


2. It will rewrite a specific paragraph as per requirement.

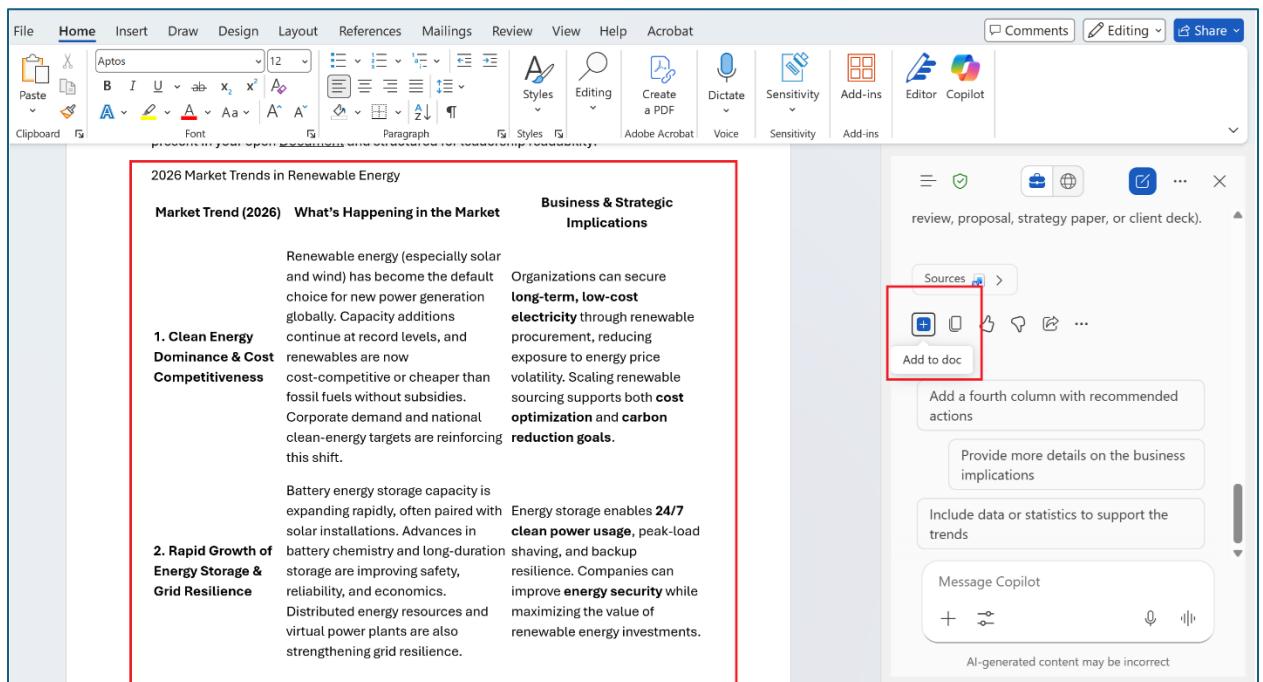


✓ **Visualization:** Convert text blocks into structured tables instantly.

1. Draft a prompt with instructions to create visualizations

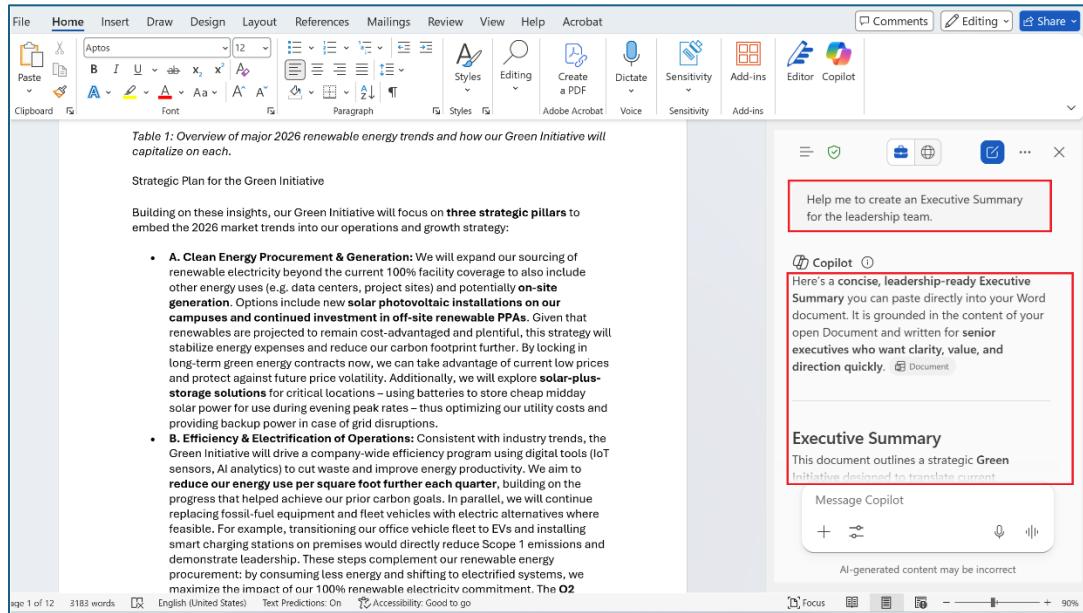


2. Once Copilot has generated the content, to implement this in Word doc, click on “Add to doc” button.



- ✓ **Summarization:** Create executive summaries for documents up to 6,000 characters.

Write a prompt to create executive summaries.



Note: Since this is AI generated content. You need to verify relevance and accuracy manually.

➤ Specialized Agents

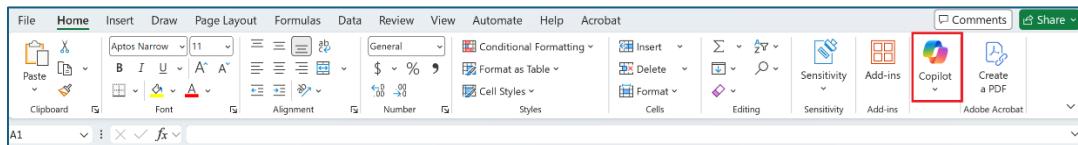
- **Researcher:** Performs multi-step research across web and internal SharePoint data to draft cited reports.
- **Analyst:** Scans text to extract insights, identify logical gaps, and validate claims.

💡 Example Prompt: "Use the **Researcher** agent to find the latest 2026 market trends for renewable energy. Then, draft a 3-page proposal for our 'Green Initiative' referencing the budget data in [Internal_Budget_2026.xlsx]."

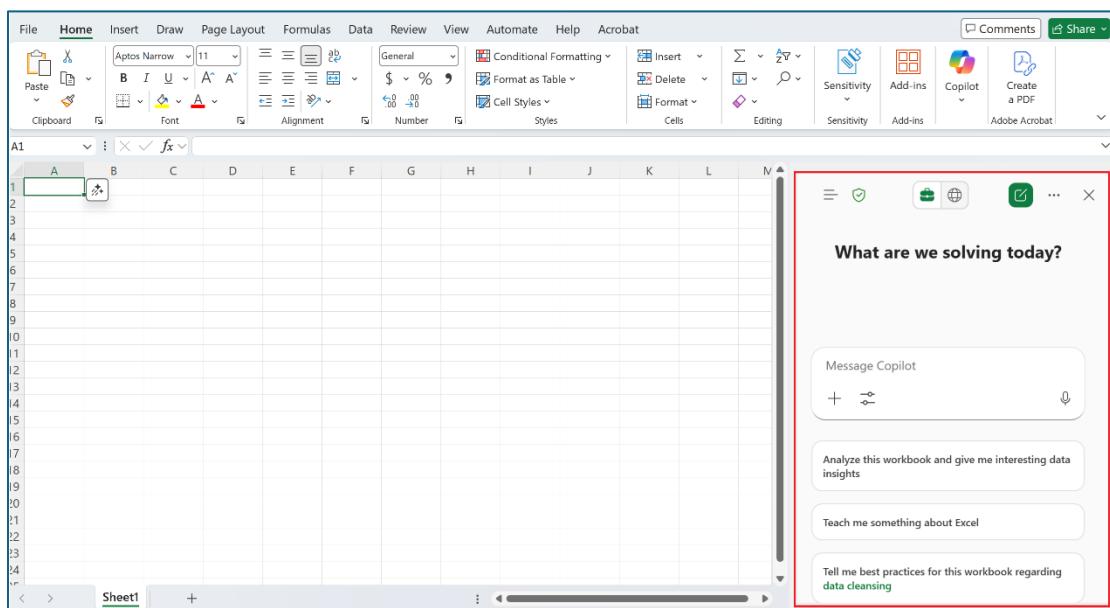
Microsoft Excel

- **Core Focus:** Data science for non-scientists and automated workbook creation.
- **How to use it?**

1. Open existing or new Excel sheet and find Copilot icon in Accenture system.



2. Click and open Copilot



➤ Core Functionalities

✓ Data Analysis: Natural language queries to identify trends and outliers.

Analyze this workbook and give me interesting data insights

1) Big picture: strong profit, but revenue is concentrated

- Total Revenue: ₹10,835,000 [Sales Data](#)
- Total Profit: ₹2,915,000 [Sales Data](#)
- Overall (weighted) gross margin: -26.9% ($\text{Profit} / \text{Revenue}$) [Sales Data](#)

Revenue concentration risk/opportunity:

- Top 2 products contribute ~45.2% of revenue. [Sales Data](#)
- Top 3 products contribute ~62.2% of revenue. [Sales Data](#)

Interpretation: you're doing well overall, but you're somewhat dependent on a small set of products.

✓ Formula Generation: Create complex formulas (XLOOKUP, =COPilot) via chat.

Write a formula that

Analyze this workbook and give me interesting data insights

How can Copilot help with this workbook?

Summarize the data in this workbook

Write a formula that description

Analyze the data by performing a regression analysis

Note: Since this is AI generated content. You need to verify relevance and accuracy manually.

➤ **Specialized Agents**

- **Agent Mode:** Allows edit to your work. This is not enabled.
- **Designer:** Create images from description.

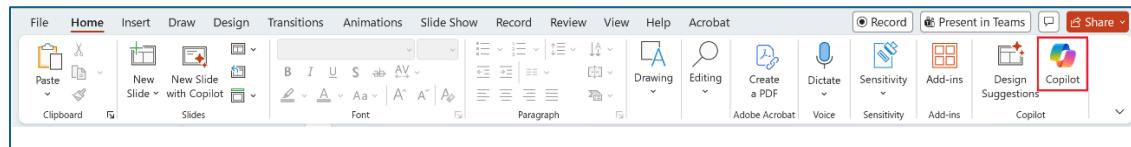
 **Example Prompt:** "Analyze this sales table. Identify the top 5 products by profit margin and create a bar chart comparing them. Then, suggest a formula to calculate a 15% tax deduction for Column G."

Microsoft PowerPoint

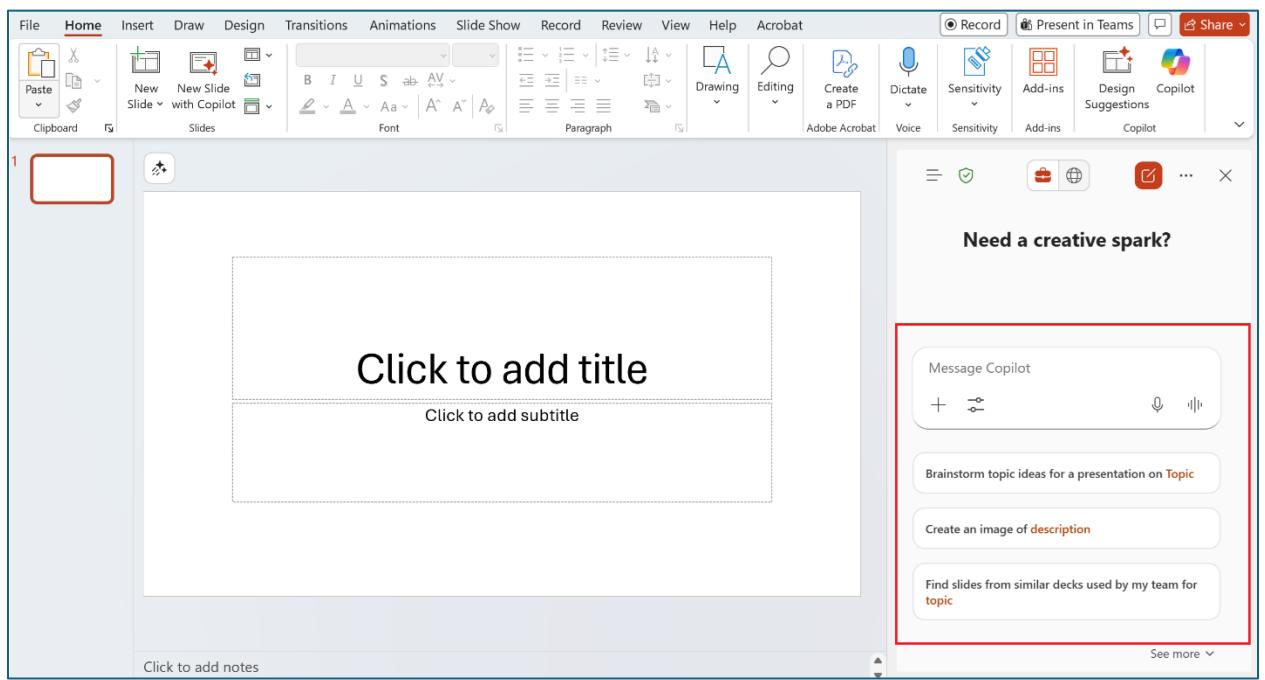
➤ **Core Focus:** Narrative storytelling and automated slide design.

➤ **How to use it?**

1. Open existing or new slide and find Copilot icon in Accenture system.



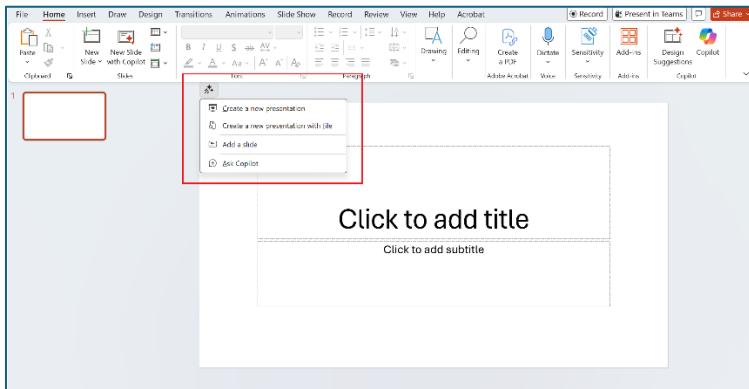
2. Click and open Copilot

A screenshot of a Microsoft PowerPoint slide. The slide has a title placeholder "Click to add title" and a subtitle placeholder "Click to add subtitle". On the right side, there is a Copilot sidebar with a red border. It includes a message input field, a "Need a creative spark?" section with four suggestions: "Message Copilot", "Brainstorm topic ideas for a presentation on Topic", "Create an image of description", and "Find slides from similar decks used by my team for topic". A "See more" link is at the bottom of the sidebar.

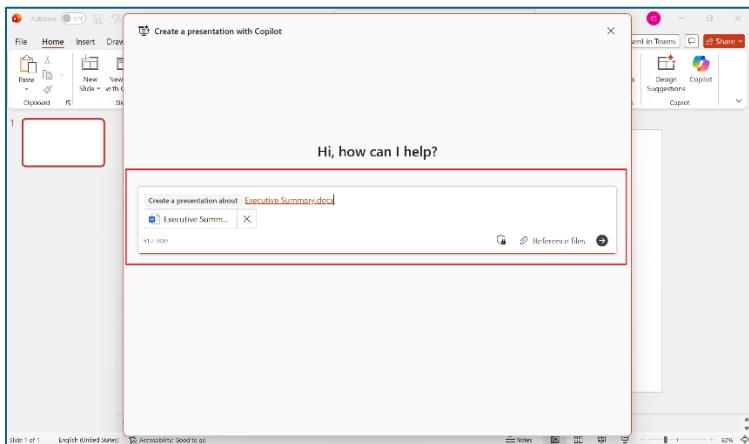
➤ Core Functionalities

- ✓ **Deck Generation:** Create full presentations from Word docs or PDFs.

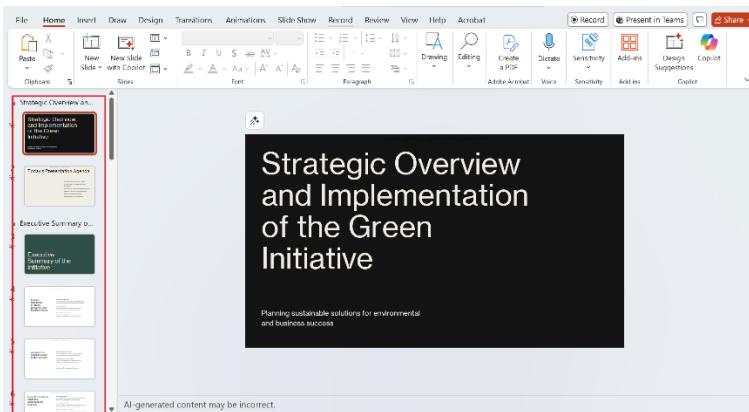
1. Click of Copilot icon and then “Create a new presentation”



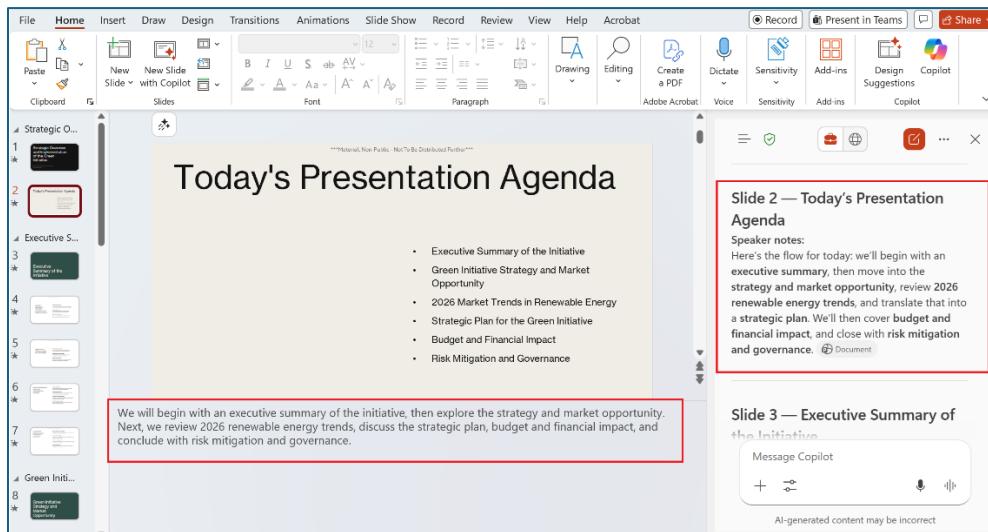
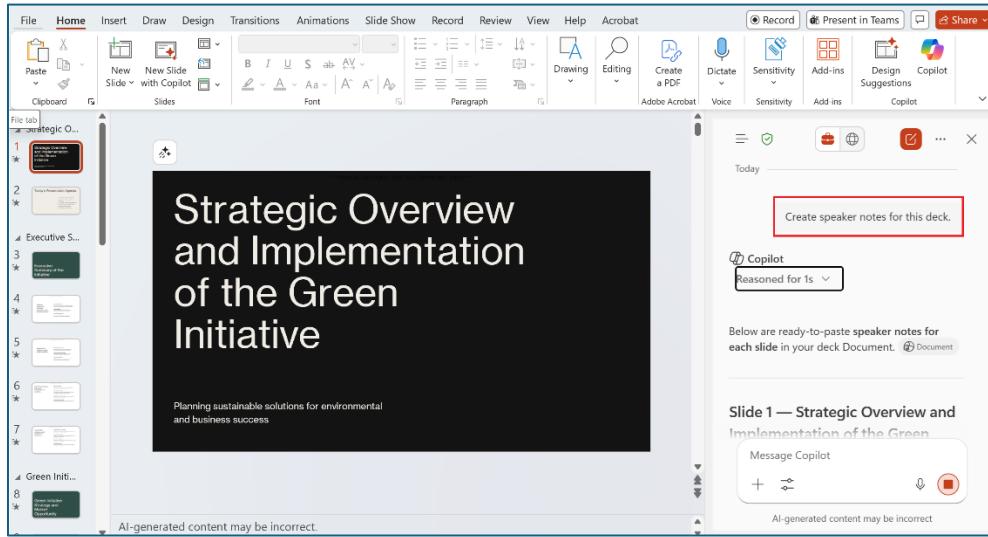
2. Attached Word Doc or PDF file and write your prompt. Then, click on “Generate Slides”.



3. It will generate slides for you.



- ✓ **Speaker Notes:** Automatically generates talk tracks for every slide.



Note: Since this is AI generated content. You need to verify relevance and accuracy manually.

➤ Specialized Agents

- **Analyst:** Get insights from your data.
- **Designer:** Create images from description.

💡 Example Prompt: > "Use the **Presentation Agent** to turn [Project_Update.docx] into a 10-slide deck. Ask the **Visual Creator** to add a cinematic image of a modern city for the opening slide."

Microsoft Teams

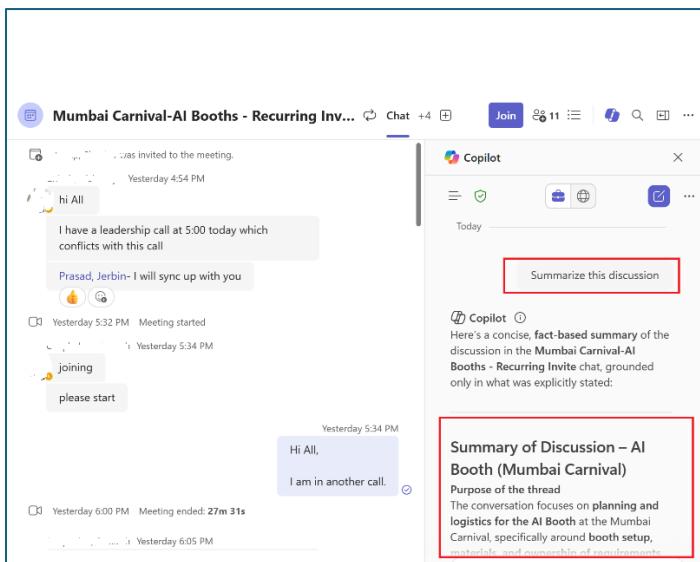
- **Core Focus:** Real-time meeting intelligence and collaborative automation.
- **How to use it?**

Click on Copilot icon at start of the meeting.

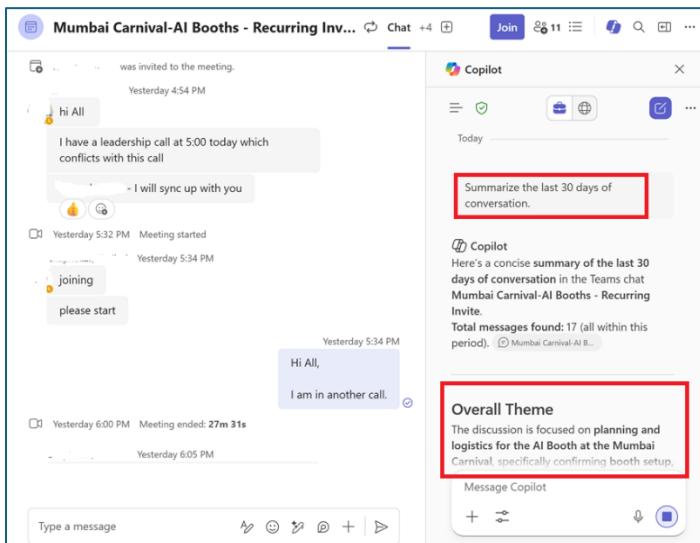


- **Core Functionalities**

- ✓ **Intelligent Recap:** Summarizes meetings with action items and "mentions."



- ✓ **Chat Catch-up:** Summarizes the last 30 days of conversation in any chat.



Note: Since this is AI generated content. You need to verify relevance and accuracy manually.

➤ **Specialized Agents**

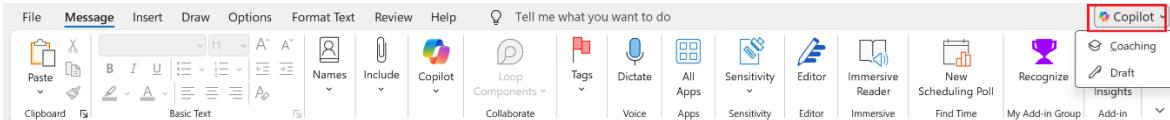
- **Custom Agents:** Create custom agents.
- **Amethyst:** Amethyst is your personal intelligent assistant, fueled by generative AI..

 **Example Prompt:** "Summarize the key decisions made in the last 20 minutes regarding the 'Alpha' budget."

Microsoft Outlook

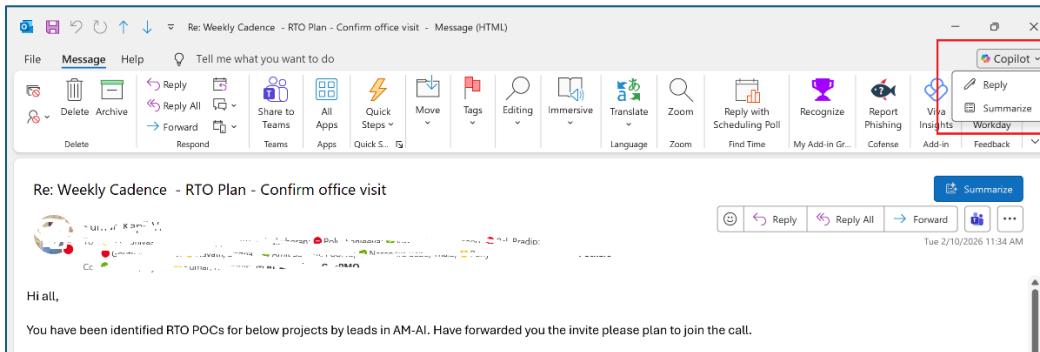
- **Core Focus:** Email triage, proactive scheduling, and communication coaching.
- **How to use it?**

1. Open existing or new mail and find Copilot icon in Accenture system.



➤ Core Functionalities

- ✓ **Email Triage:** Summarizes threads and drafts replies in your personal style. It can formulate the response as well using Reply option.



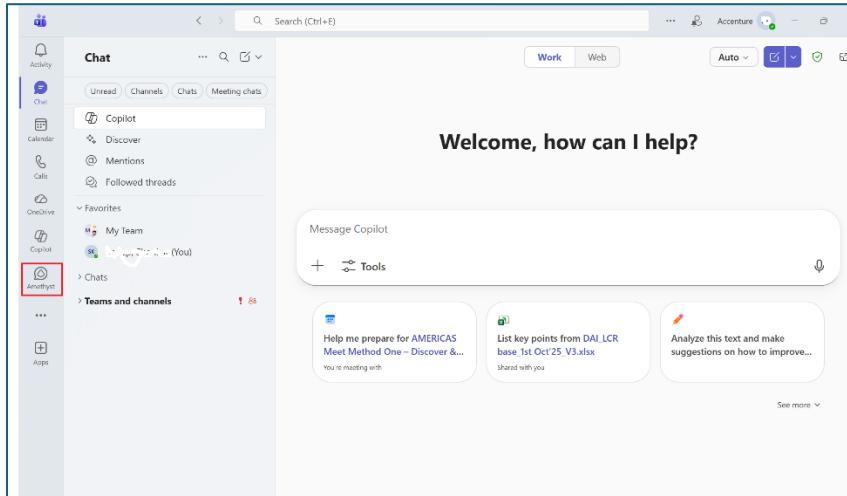
 **Example Prompt:** "Summarize all unread emails from my manager from the last 3 days."

Note: Since this is AI generated content. You need to verify relevance and accuracy manually.

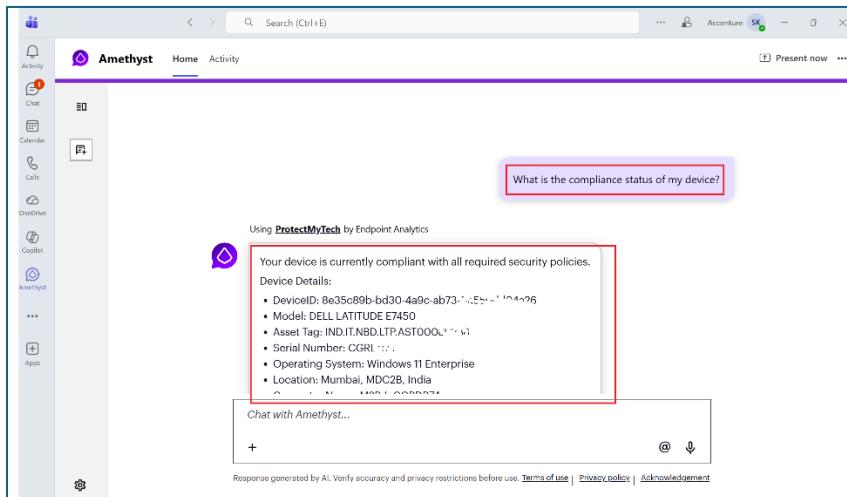
Amethyst

- **Core Focus:** Amethyst is your personal intelligent assistant, fueled by generative AI.
- **How to use it?**

1. Click on 'Amethyst' icon on teams



2. Ask your question



Creating & Using a Custom M365 Copilot Agent for Intelligent Drafting (Accenture)

➤ What the Custom Agent Does

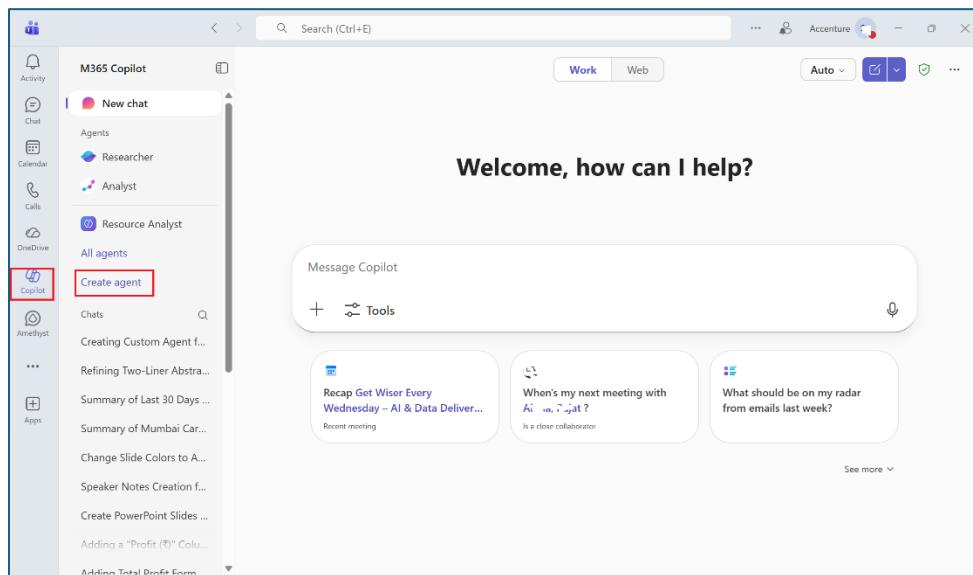
The custom Copilot Agent is designed to:

- Generate **full document drafts** from prompts
 - Improve **structure, flow, and clarity** of existing content
 - Perform **deep research** using connected SharePoint, OneDrive, and approved web sources
 - Produce **enterprise-ready content** aligned with Accenture tone and standards
- Agents are custom-source versions of Copilot Chat with defined instructions and connected knowledge sources.

➤ How to Create the Custom Agent (One-Time Setup)

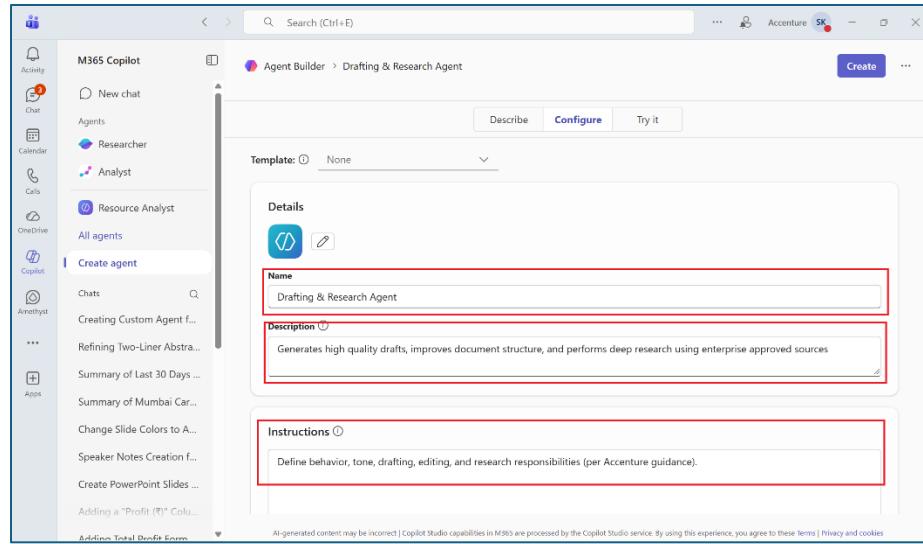
1. Open Copilot Agent Builder

- Go to **Microsoft 365 Copilot Chat** (web or Teams)
- Select **Create Agent** from the left



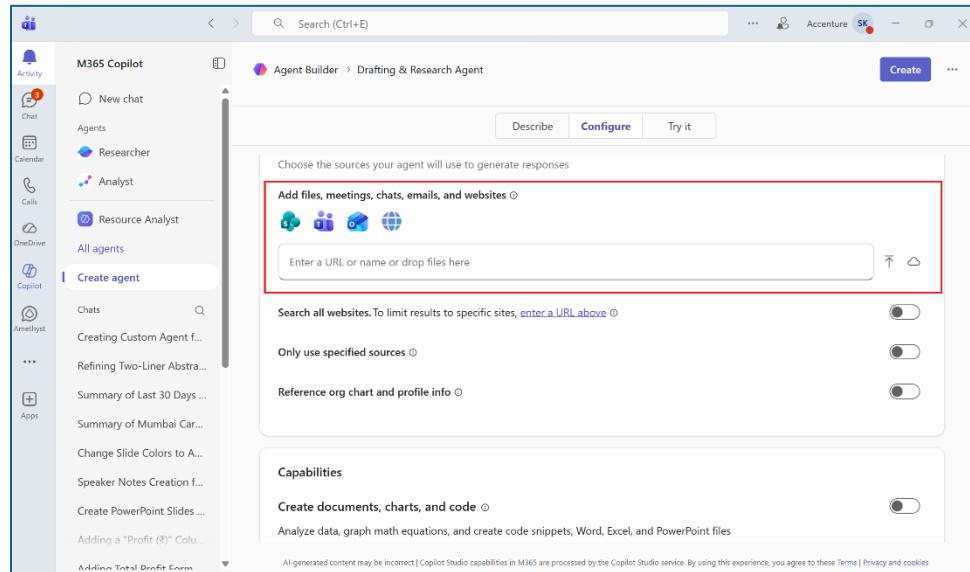
2. Configure the Agent (Example for illustration)

- **Name:** Drafting & Research Agent
- **Description:** Generates high-quality drafts, improves document structure, and performs deep research using enterprise-approved sources
- **Instructions:** Define behavior, tone, drafting, editing, and research responsibilities (per Accenture guidance)



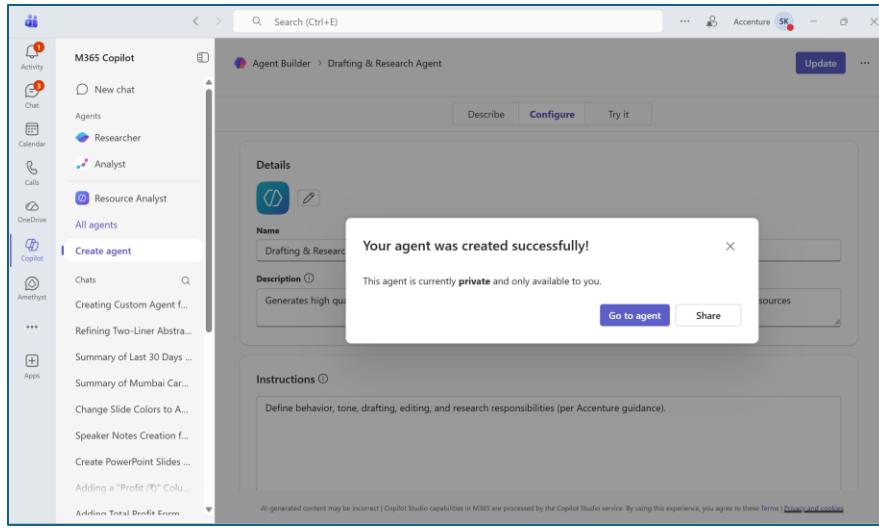
3. Connect Knowledge Sources

- Attach **SharePoint sites, folders, files, OneDrive documents, and approved URLs**
- Access respects existing permissions.



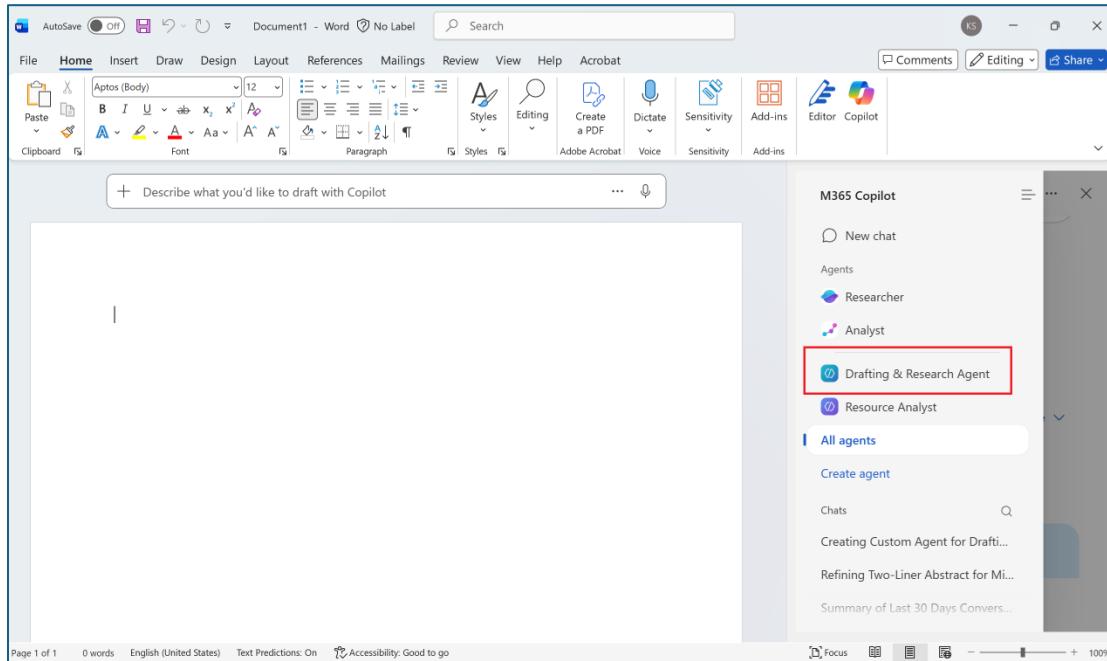
4. Create & Share

- Click on Create button
- Share with other **M365 Copilot license holders** (only creator can edit).



5. How to Use the Agent in Word?

1. Open a **Word document** (new or existing)
2. Click the **Copilot icon** in the Word ribbon



3. Select your **custom agent** from the agent picker
4. Enter prompts such as:
 - o “Create a full first draft using the attached reference document”
 - o “Restructure this document with clearer sections and headings”
 - o “Research best practices from connected sources and add a comparison table”

The screenshot shows a Microsoft Word document window. The ribbon at the top includes tabs for File, Home, Insert, Draw, Design, Layout, References, Mailings, Review, View, Help, and Acrobat. The Home tab is selected. The ribbon also features a 'Comments' button, an 'Editing' dropdown, and a 'Share' button.

The main content area contains the following text:

Here's a full first-draft report based on the data from **Sales Data.xlsx** 1. You can copy-paste this directly into your Word document.

Sales Performance Report

Reporting Period: Not specified — based on provided dataset
Prepared for: Internal Review
Prepared by: Draft generated via Copilot

1. Executive Summary

This report provides an analysis of product-level sales and profitability based on the data extracted from **Sales Data.xlsx**. The dataset covers eight product categories, detailing units sold, cost prices, selling prices, revenue, and profit. Overall, the portfolio shows strong profitability, with several products contributing significantly to both revenue and profit margins.

1

On the right side of the Word window, there is a sidebar titled "Today". It contains three items:

- Sales Data**: A card with the text "Create a full first draft using the attached reference document".
- Drafting & Research Agent**: A card with the text "Here's a full first-draft report based on the data from Sales Data.xlsx. You can copy-paste this directly into your Word document. **Sales Data**".
- Message Copilot**: A card with the text "AI-generated content may be incorrect".