



MICROSOFT 365 COPILOT

Copilot for Investment Analysts

Permodalan Nasional Berhad — Investments · PUMA · PSI · PNB UK

Facilitated by Dr. Mohammed Arif · Microsoft Certified Trainer

Six sessions, one running investment case

Welcome & goals	Why Copilot matters for analysts; how the 3 hours flow	10 min
1 · Copilot basics & prompting	Prompting well; Copilot Chat vs M365 Copilot; safe, in-tenant use	20 min
2 · Word, PowerPoint & Excel	RFP data → ranked analysis → IC recommendation memo & deck	25 min
3 · Teams, Outlook & Copilot Chat	IC-meeting recap, actions & PM follow-up; enterprise search	20 min
<i>Break</i>		10 min
4 · Researcher agent	Cited brief on global voting / stewardship & market research	30 min
5 · Analyst agent	Portfolio insight, stress scenarios & forecasts — no formulas	25 min
6 · Build your first agent	Build the PNB Investment Knowledge Assistant	25 min
Wrap-up & next steps	Tool-to-task recap; responsible AI; one habit to start this week	15 min

OUTCOMES

What you'll be able to do by the end



Draft IC memos & screening decks

From raw RFP and manager data — first draft in minutes, not days



Turn spreadsheets into insight

Trends, stress scenarios & charts in plain English — no formulas



Produce cited research briefs

Voting & stewardship trends with sources you can verify



Build a knowledge assistant

Grounded on past IC papers — and share it with your team

Signature use cases for investment analysts

- RFP & manager-data processing
- Investment research & due diligence
- ESG & stewardship assessments
- Global voting-trend analysis

YOU'LL BUILD

PNB Investment Knowledge Assistant

M365 Copilot



An **AI assistant** built into the Microsoft 365 apps you already use — grounded in your organization's own data, with permissions you already have.



<https://m365.cloud.microsoft/>



**Documents
must be
stored in the
cloud**

M365 Copilot



Copilot is not autopilot

Be specific about what you want and use common language



Your data is secure and private

Uses and shows data when you have access



Check your facts

AI generated contents may be sensitive or hallucinated



Keep, modify, or disregard

Revise and refine your prompt

M365 Copilot



Who is the **PILOT** ?

M365 Copilot



Custom Instructions

Consistent style, every time

settings

General

Data controls

Personalization

Notifications

Agents

Sources

Personalization

Control how Copilot tailors responses using your preferences. [Learn more.](#)

✓ Custom instructions

Add details about your preferences so Copilot can respond your way.

[Edit instructions](#)

☒

Work profile

Copilot will use your work profile for more relevant answers.

[View work data](#)

✓ Saved memories

Allow Copilot to remember details to provide better responses.

[Manage saved memories](#)

☒

Chat history

Let Copilot use your past chats to personalize responses. [Learn more.](#)

☐



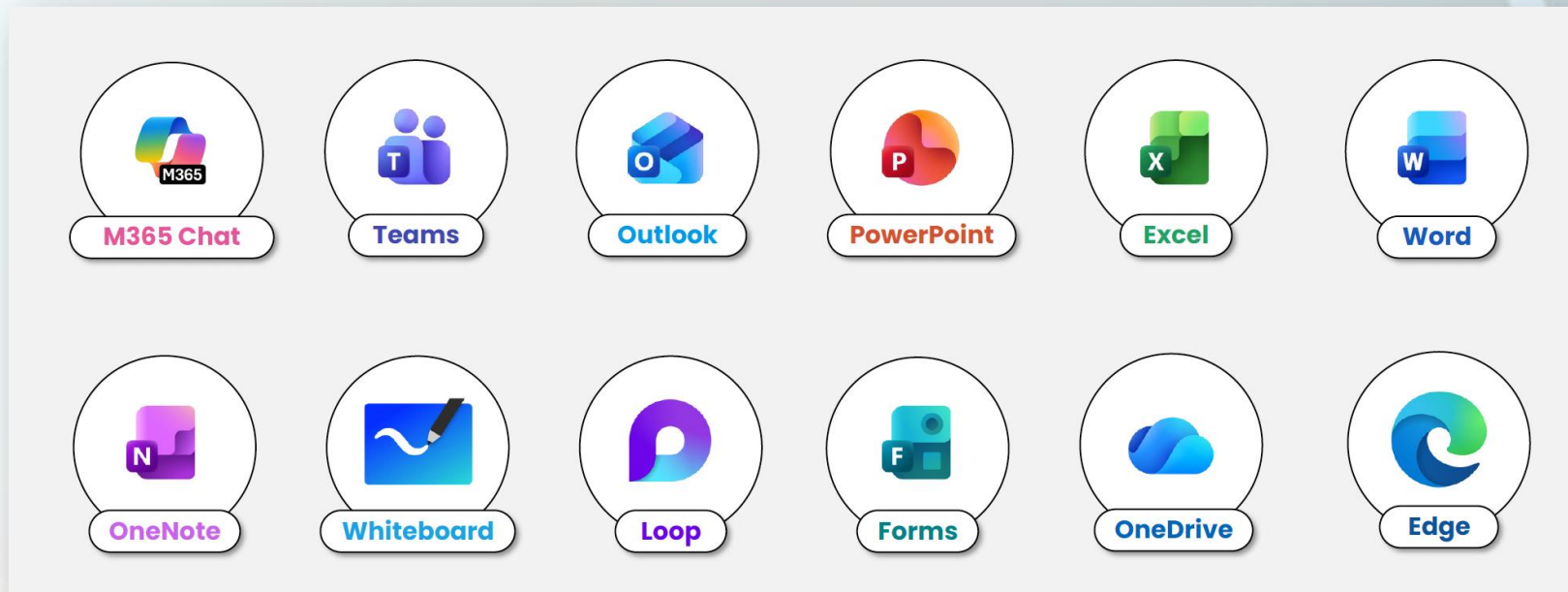
Memory

Saves time & efforts

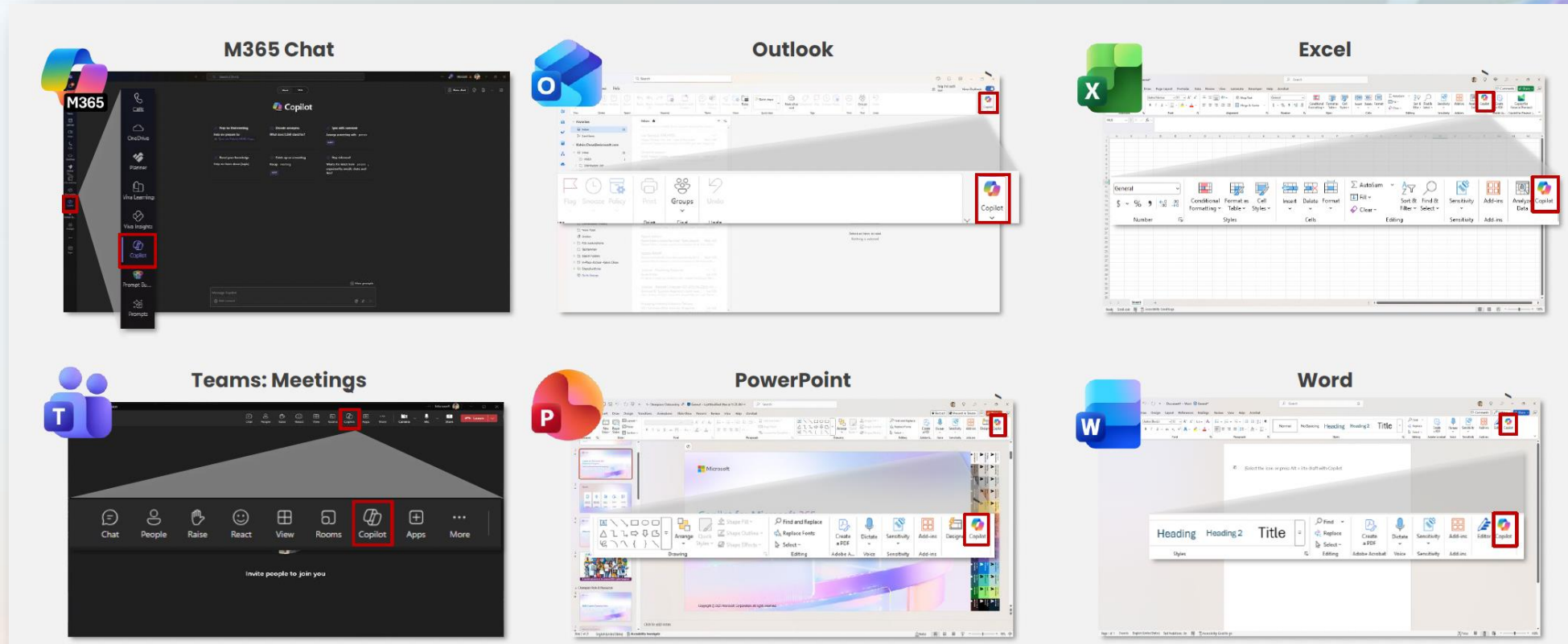
“Remember that when I write HR emails, I always want three bullet points, a clear subject line, and a call to action.”

“Remember that I’m working on Project ORION, and I prefer suggestions to be relevant to that.”

Applications with M365 Copilot



Where to access M365 Copilot?



Copilot basics & prompting



THE SCENARIO

The 8:30 broker note

A sell-side note on a Bursa-listed utility lands in your inbox 30 minutes before the morning meeting. You ask the same question twice — once in Copilot Chat (web grounding) and once in M365 Copilot over the note itself (work grounding) — and compare what comes back, and why your work data never leaves the tenant.

Copilot Chat (Web)

- Public web knowledge
- Market colour, definitions
- **Never paste MNPI here**

M365 Copilot (Work)

- Grounded in your files,
- mail & meetings
- Stays in-tenant
- **Safe for work data**

C.G.S.E prompting Context · Goal · Source · Expectation — the four parts of every strong prompt you'll use throughout the workshop.

TRY THIS Summarise the investment thesis and top risks in this broker note in 5 bullets, with the rating and price target. Flag any assumption that looks aggressive versus consensus.

C.G.S.E — the anatomy of a strong prompt



Context

Who you are and the situation
Copilot is walking into.

*"I am an investment analyst preparing
for Thursday's IC..."*



Goal

The specific output you want — one
clear job per prompt.

*"...rank the 8 fund managers and
recommend a shortlist of two..."*



Source

What to ground on — attach files
with the / picker.

*"...using /ManagerRFP.xlsx and
/RFP_Criteria.docx..."*



Expectation

Format, length, tone and what to
flag or exclude.

*"...as a ranked table plus 3 bullets,
formal PNB tone."*

The pattern: vague prompts get generic answers; C.G.S.E prompts get work you can actually use. You don't need all four every time — but the more you give, the less you rewrite.

C.G.S.E in action — same task, two prompts

WITHOUT C.G.S.E

“Summarise this RFP data.”

- A generic paragraph — no ranking
- Ignores fees, tracking error & ESG
- Wrong depth for an IC audience
- You rewrite most of it anyway

C *I am an investment analyst preparing an External Manager Selection paper for Thursday's Investment Committee.*

G *Rank the 8 fund managers and recommend a shortlist of two.*

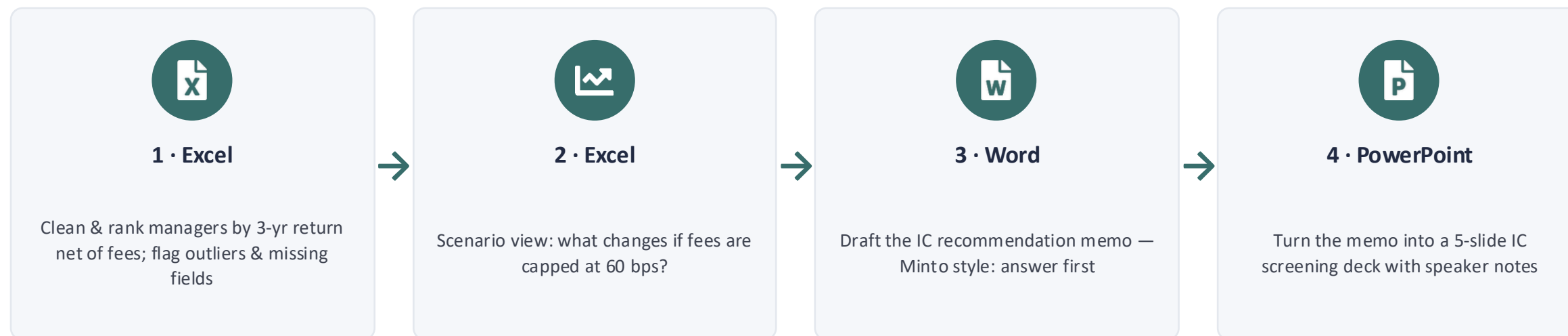
S *Use /ManagerRFP.xlsx — 3-year returns, fees, tracking error, ESG ratings.*

E *Return a table ranked by return net of fees, flag outliers and missing data, then a 3-bullet recommendation in formal PNB tone.*

Result: a ranked table, outliers flagged, recommendation drafted — ready for the memo in Session 2.

Word, PowerPoint & Excel — the running case

External Manager Selection. PSI has issued an RFP to eight external fund managers. Responses are in — a messy Excel of AUM, 3-year returns, fees, tracking error and ESG ratings. The IC meets Thursday. One dataset travels through three apps.



TRY THIS • EXCEL *Analyse this table of 8 fund managers; rank by 3-year return net of fees; flag missing fields and outliers; then add a column showing each manager's fee as bps of AUM.*

Teams, Outlook & Copilot Chat



THE SCENARIO

After the IC meeting

Thursday's Investment Committee ran 40 minutes over and you multitasked through half of it. Before lunch you need: the decisions and action items, a follow-up email to the portfolio manager, and the last ESG note your team circulated on the shortlisted manager — without opening 6 apps to find them.

In-session flow

- 1 **Teams** — Recap the IC meeting — decisions, actions, owners & due dates
- 2 **Outlook** — Draft the PM follow-up email from the recap — your tone, half the time
- 3 **Copilot Chat** — Enterprise search: “find the last ESG note on [manager] shared with me”
- 4 **Verify** — Open the sources Copilot cites before you forward anything

TRY THIS · TEAMS Summarise this meeting; list decisions and action items with owners and due dates. What was agreed on the external manager shortlist, and what questions were left open?

Researcher agent — cited briefs in minutes



THE SCENARIO

The stewardship brief

Your director wants an executive brief on 12-month global proxy voting & stewardship trends — and what they mean for PNB's own Voting Guidelines — before an engagement call with an investee company. Normally two days of desk research. Researcher plans the research, reasons over web + your work files, and returns a cited brief in ~20 minutes.

In-session flow

- 1 **Kick off** — Give Researcher the C.G.S.E brief; it proposes a research plan
- 2 **Refine** — Answer its clarifying questions — markets, themes, time window
- 3 **Review** — Skim the draft; challenge weak sections, ask for deeper cuts
- 4 **Verify** — Check citations against PNB's public stewardship disclosures

TRY THIS · RESEARCHER *Research the last 12 months of global proxy voting and stewardship trends in the plantation and energy sectors; compare with PNB's published Voting Guidelines; give implications for our engagement priorities — with sources.*

Analyst agent — from spreadsheet to decision



THE SCENARIO

The portfolio stress test

You have a holdings workbook: positions, sectors, weights, YTD returns, dividend yields. The CIO office asks: what's driving performance, and what happens to the income portfolio if rates rise 100 bps and MYR weakens 5% against USD? Analyst reasons step-by-step, writes and runs the code, and shows its working — no formulas from you.

In-session flow

- 1 **Explore** — Top / bottom contributors; sector attribution in plain English
- 2 **Stress** — Rates +100 bps and MYR -5% scenario on the income sleeve
- 3 **Forecast** — 12-month dividend income projection with assumptions stated
- 4 **Chart** — Charts you can lift straight into the IC deck — check the code tab

TRY THIS · ANALYST *Analyse this portfolio workbook; show top and bottom 5 contributors to YTD return; then model rates +100bps and MYR -5% vs USD on the fixed-income sleeve, with charts and your assumptions listed.*

Build your first agent



THE SCENARIO

The institutional memory problem

Every new analyst asks the same questions: What did the IC decide on this sector last year? What's our house view on this manager? Why did we pass on that deal? The answers exist — buried across hundreds of past IC papers in SharePoint. Only long-tenured colleagues can find them fast. In this session you build the PNB Investment Knowledge Assistant: an agent grounded on those papers that answers with citations — and admits when it doesn't know.

In-session flow

- 1 **Ground** — Point the agent at the IC papers SharePoint library — nothing else
- 2 **Instruct** — Write instructions: cite every answer; say so if unknown
- 3 **Test** — Ask a question you know the answer to — check the citation
- 4 **Share** — Publish to your team; agree who owns the knowledge source

THE GOLDEN RULE *You answer from ONLY the provided IC papers; always cite the source document; if the answer is not in the papers, say so — never guess.*

PNB Investment Knowledge Assistant — the build



1 • Open Agent Builder

Copilot Chat → Agents → Create agent. Use the Configure tab for precise control.



2 • Name & describe

“PNB Investment Knowledge Assistant — answers from past IC papers, with citations.”



3 • Paste instructions

The full instruction block is in your Prompt Pack — role, scope, citation rule, refusal rule, tone.



4 • Add knowledge

Select the SharePoint folder of past IC papers (training: the 3 sample PDFs provided). Untick web grounding.



5 • Conversation starters

“What did the IC decide on...” · “Summarise our house view on...” · “Which papers discuss...”



6 • Test, then share

Ask a known question; verify the citation; share with your team via link.

Files we'll use — real PNB documents where possible



Public PNB documents (pnb.com.my)

- PNB Integrated Report 2024 — for Researcher grounding & summarisation drills
- Proxy Voting Guidelines & historical voting decisions — Session 4 stewardship brief
- Sustainability Framework, Net Zero & Nature/Biodiversity policies — ESG exercises
- PNB Board Charter (PDF) — governance Q&A for the knowledge agent demo
- Annual reports of PNB strategic companies (Sime Darby, S P Setia, MIDF) via Bursa — stand-ins for broker/company notes



Provided by the trainer (synthetic, safe)

- Fund-manager RFP workbook — 8 managers: AUM, 3-yr returns, fees, tracking error, ESG rating (Session 2 & 5)
- Sample sell-side broker note (PDF) — Session 1 grounding drill
- Portfolio holdings workbook — positions, weights, YTD returns, yields (Session 5)
- 3 sample IC papers (PDF) — knowledge base for the agent build (Session 6)
- **Never upload live portfolio or MNPI data in training — synthetic stand-ins only**

Right tool, right task — and one habit



Quick questions & drafts

Copilot Chat



Documents & decks

Copilot in Word · PowerPoint



Numbers & scenarios

Copilot in Excel · Analyst agent



Deep, cited research

Researcher agent



Meetings & mail

Copilot in Teams · Outlook



Repeatable knowledge

Your own agent

Responsible AI at PNB — you own every output: verify figures, open the citations, keep client & portfolio data in-tenant, and never paste MNPI into web-grounded chat.

One habit this week

Recap every meeting you attend with Copilot in Teams — 30 seconds, zero missed actions.