

Claude at Excellera

Session 4

skills, mcp, deep research, chrome, office agents.

What this course is.

four sessions, sixty minutes each. demo-led. no homework.

01

WEEK 1

orientation, model picker,
your first real conversation.

02

WEEK 2

prompting, artifacts,
memory.

03

LAST WEEK

projects: build, share,
iterate.

04

TODAY

skills, mcp, deep research,
chrome, office agents.

Today.

Five capabilities.

01	skills	reusable instructions claude can follow.
02	mcp	the protocol behind firm-wide tools.
03	deep research	claude plans, browses, returns a report.
04	chrome	claude reads what's in your browser.
05	office agents	claude in your spreadsheets, your slides, your docs.

Claude beyond the chat.

a **skill** saves a way of working.

mcp connects claude to the systems your firm runs on.

deep research plans and searches for you.

chrome and **office agents** let claude work where you work.

01

Skills.

reusable capabilities. save once. call on demand.

What a skill looks like.

no more starting from zero. save the way of working once, then call it.

01	briefing	long italian source in. english brief in excellera voice out.
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02	readout	meeting notes in. structured stakeholder positions out.
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03	checklist	draft in. quality issues flagged before it goes to the client.
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repeat the work. not the instructions.

02

MCP.

one protocol, many tools.

Skill plus MCP.

the architecture behind the knowledge base and the intelligence hub.

SKILL

the why

excellera context. voice. what good looks like for the firm.

MCP

the what

structured access to the documents, conversations, and data inside the firm.

= claude as a colleague who knows what excellera does and has the data to back it up.

03

Deep Research.

when the question is real.

Chat vs deep research.

two ways to ask. different work behind each.

CHAT

Where you ask.

quick answers. iterative back and forth. claude works from what it knows and what you've given it.

DEEP RESEARCH

Where claude works.

claude plans, browses the web, opens citations, returns a structured report. uses more of your allowance. for questions you couldn't easily research yourself.

04

Chrome.

claude reads the tab.

Reads. Acts. With permission.

the browser extension, in three movements.

READS

long pdfs in the browser. parliamentary texts. regulatory consultations. industry papers.

ACTS

multi-tab synthesis. what three industry associations are saying. with your permission, every step.

permission model. you see what claude sees. you control what it clicks.

05

Office agents.

claude in the tools the work already lives in.

What office agents do.

claude in excel today. powerpoint and word coming.

01 **reads.** your data where it lives. no copy-paste out.

02 **transforms.** pivot a table, summarise a sheet, restructure a doc. without leaving the app.

03 **drafts.** in your house voice. with the data right next to it.

Key takeaways.

three things to leave with.



stop repeating yourself.

a skill saves the way of working; mcp gives claude the firm's data.



match the tool to the question.

chat for quick asks, deep research for the real ones, chrome to read the web.



work where the work lives.

claude inside excel, word and powerpoint - no copy-paste.

Questions.

drop them in the chat.

Thank you.