Google Presentation Instructions (MLA Format)

Note Regarding MLA Format for Presentations: All “borrowed” information or images MUST be cited within the Presentation--Apply your knowledge for MLA documentation for Research Papers.

1. Login to Gmail
   a. lastnamefirstinitialyearofgraduation@raider4life.org
   b. studentidraider

2. From Google Cube select Google Drive
3. Select Create then select
4. Select Theme and then Select OK

5. Select “Untitled Presentation” and give presentation a title for Google Drive
6. All Presentation created in MLA format require a Title slide with your name, teacher’s name, name of class, and date due. See below:
7. Fonts can be changed by highlighting and using the Presentation toolbar.
   a. If digital images are used on any slide, they must include an in-text citation (see slide above) using a label (Fig. 1, Fig. 2, etc.) and cited using EasyBib on the Works Cited slide of the Presentation.

8. Adding Pictures
   a. Pictures may be copied and pasted directly from a website
   b. Or by using the Research feature within Presentation.
      i. Select Tools, then Research
      ii. A Research box on the right hand of the screen will open
      iii. Use drag & drop to add picture to your Presentation
      iv. Don’t forget to cite your pictures

9. Adding a New Slide
   a. Select the + or drop arrow to add a new slide
   b. Or Select Slide then Apply layout

10. Adding Bullets or Numbers
    a. Select more from the Presentation toolbar and then numbers or bullets
    b. Numbers and Bullets may be manipulated using the increase and decrease indent keys above
11. Don’t forget that the last page of your Presentation is the Works Cited Page
   a. Copy & Paste citations from EasyBib
   b. Citations may be bulleted and single-space within a Presentation
   c. Don’t forget to hyperlink any web addresses within your citations
      i. “Highlight” web address within citation
      ii. Select “insert” then select “link”

12. Adding Transitions to slides
   a. Select “View” then “Animations”
   b. Select animation from dropdown list
   c. Choose to “Apply to All Slides” or Continue to “Add Animations” to each individual slide
13. Adding a YouTube Video
   a. Select “Insert” and then “Video” from the Presentation toolbar
   b. From the search box, select the video and then “Select”--The video will play in the presentation mode
   c. Don’t forget to cite and label the video using EasyBib (use “film/online video”)

14. Other Presentation toolbar functions
   a. Adding and Formatting Shapes
   b. Adding and Formatting Word Art
   c. Adding and Formatting Lines
   d. Adding a Textbox
   e. Moving Slides
   f. Changing the Theme or Color of Slide
Basic Sample of MLA Formatted Presentation

**Greek Mythology**

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ESL  
08 January 2014

Fig. 1. (Olympian Gods (DC)).

**Zeus**

- God of the Sky  
- Ruler of the Heaven & Earth  
- Father: Cronus  
- Brothers: Poseidon & Hades  
- Weapon: Thunderbolt

(“Zeus.” Greek)

Fig. 2. Stone Sculpture (Zeus Digital).
"The dice of Zeus always fall luckily" - Sophocles

(Sophocles, "Added by Staff")

Fig. 3. Greek Mythology Zeus the Olympian | History Channel Documentary (DocumentaryHD).

Works Cited