

## Google Presentation Instructions (MLA Format)

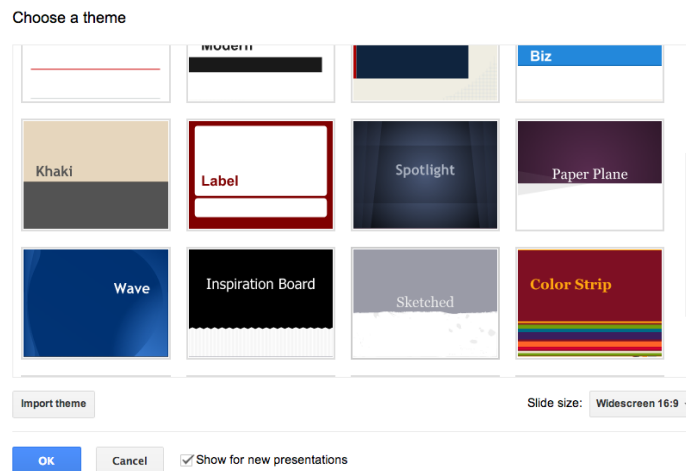
Note Regarding MLA Format for Presentations: All “borrowed” information or images MUST be cited within the Presentation--Apply your knowledge for MLA documentation for Research Papers.

1. Login to Gmail
  - a. [lastnamefirstinitialyearofgraduation@raider4life.org](mailto:lastnamefirstinitialyearofgraduation@raider4life.org)
  - b. studentidraider

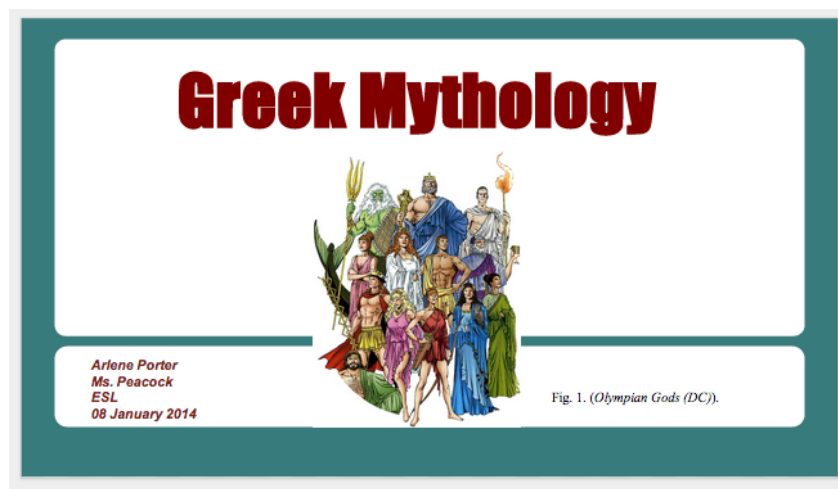
2. From Google Cube  select Google Drive 

3. Select Create   then select  Presentation

4. Select Theme and then Select OK



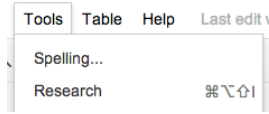
5. Select “Untitled Presentation” and give presentation a title for Google Drive
6. All Presentation created in MLA format require a Title slide with your name, teacher’s name, name of class, and date due. See below:



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.

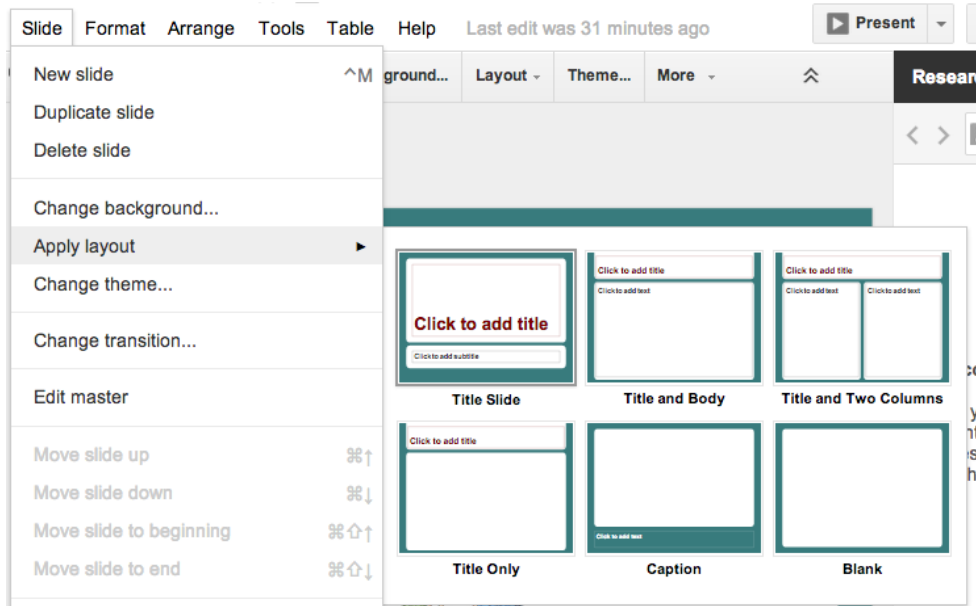
- i. Select Tools, then Research
- ii. A Research box on the right hand of the screen will open
- iii. Use drag & drop to add picture to your Presentation
- iv. Don't forget to cite your pictures

## 9. Adding a New Slide



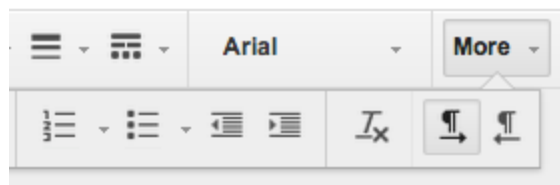
- a. Select the + or drop arrow to add a new slide

- b. Or Select Slide then Apply layout



## 10. Adding Bullets or Numbers

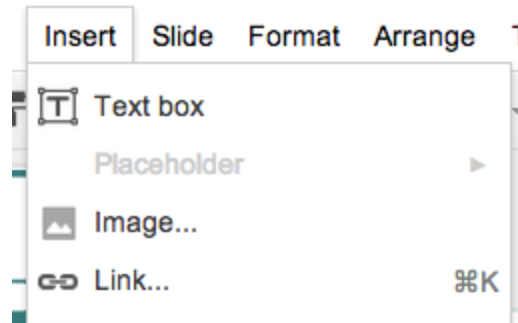
- a. Select more from the Presentation toolbar and then numbers or bullets



- 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

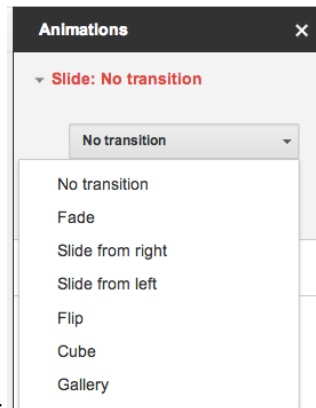
- a. Copy & Paste citations from EasyBib
- b. Citations may be bulleted and single-space within a Presentation
- c. Don't forget to hyperlink any web addresses within your citations
  - i. "Highlight" web address within citation
  - ii. Select "insert" then select "link"



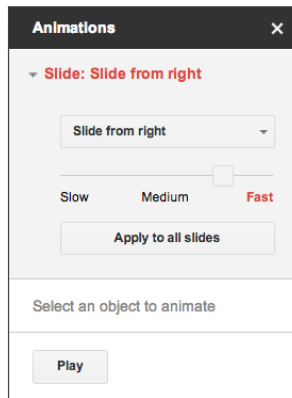
12. Adding Transitions to slides



- 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

- Select “Insert” and then “Video” from the Presentation toolbar
- From the search box, select the video and then “Select”--The video will play in the presentation mode


Insert video

Video search

URL

You

Tube



Type your search in the box above to find videos.

- c. Don't forget to cite and label the video using EasyBib (use "film/online video")

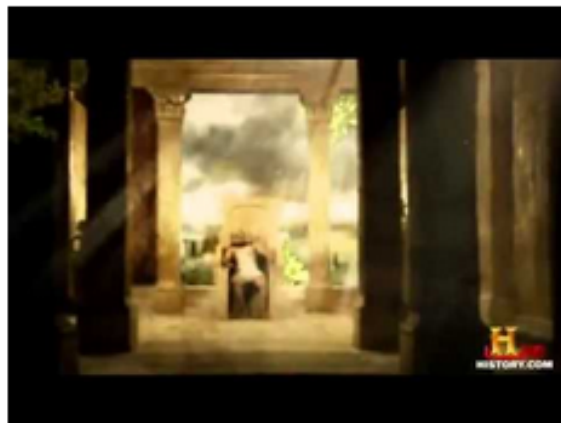


Fig. 3. Greek Mythology Zeus the Olympian | History Channel Documentary (DocumentaryHD2).

## 14. Other Presentation toolbar functions

- Adding and Formatting Shapes
- Adding and Formatting Word Art
- Adding and Formatting Lines
- Adding a Textbox
- Moving Slides
- Changing the Theme or Color of Slide

- g. Adding Presentation to a Folder or Shared Folder
- h. Notes Feature (Located at bottom of each slide)

Basic Sample of MLA Formatted Presentation

# Greek Mythology



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Ms. Peacock  
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* )

## Zeus



Fig. 2. Stone Sculpture (*Zeus*. Digital).

# Zeus

"The dice of **Zeus** always fall luckily"- **Sophocles**

(Sophocles, "Added by Staff")



Fig. 3. Greek Mythology Zeus the Olympian | History Channel Documentary (DocumentaryHD2).

## Works Cited

- DocumentaryHD2. "Greek Mythology Zeus the Olympian | History Channel Documentary." *YouTube*. YouTube, 15 Aug. 2013. Web. 08 Jan. 2014. <[https://www.youtube.com/watch?v=QUEw\\_sa\\_mck](https://www.youtube.com/watch?v=QUEw_sa_mck)>.
- *Olympian Gods (DC)*. Digital image. *Greek Deity Physiology - Superpower Wiki*. Wikia, n.d. Web. 7 Jan. 2014. <[http://powerlisting.wikia.com/wiki/Greek\\_Deity\\_Physiology](http://powerlisting.wikia.com/wiki/Greek_Deity_Physiology)>.
- Sophocles. "Added by Staff." *Quotations Book*. N.p., n.d. Web. 08 Jan. 2014. <<http://quotationsbook.com/quote/16587/>>.
- *Zeus*. Digital image. *Greek Mythology.com*. N.p., 2000-2013. Web. 8 Jan. 2014. <<http://www.greekmythology.com/Olympians/Zeus/zeus.html>>.
- "Zeus." *Greek Mythology.com*. Greek Mythology.com, 2000-2013. Web. 05 Jan. 2014. <<http://www.greekmythology.com/Olympians/Zeus/zeus.html>>.