STEPS TO PREVIEW THE REPORT:

1. To begin with, I located the "Report" ribbon at the top of the window.
2. Then, I clicked on the "Visual Reports" button which opened the "Visual Reports" dialog box.
3. In the dialog box, I scrolled through the list and selected the "Cost" category.
4. In the "Cost" category, I searched for a report template that includes the required information, and I found the "Cost Over Time" report template and selected it.
5. In the "View" section on the right-hand side of the dialog box, I chose the "Both" option to display both the chart and table format.
6. Lastly, I clicked on the "View" button to preview the report, which showed the actual cost, baseline cost, remaining cost, and cost variance in both chart and table format.