Sure, here's a simplified step-by-step guide to load data into an Excel file:

**1. Open Excel :** Start by opening Microsoft Excel on your computer.

**2. Click on 'Data' Tab :** At the top of the Excel window, you'll see different tabs. Click on the 'Data' tab.

**3. Select 'Get Data' :** Within the 'Data' tab, you'll find various options. Click on 'Get Data'. This will open a dropdown menu.

**4. Choose 'From File ':** In the dropdown menu, select 'From File'. This option allows you to import data from an external file.

**5. Select 'From Workbook ' :** Choose 'From Workbook' if you want to import data from an existing Excel file. If your data is in a different format, you can choose 'From Text/CSV' or other relevant options.

**6. Locate and Open the File :** A window will pop up prompting you to locate the file you want to import data from. Navigate to the file on your computer and select it. Then click 'Open'.

**7. Choose Sheet and Range :** After opening the file, you may need to choose the specific sheet and range from which you want to import data. Excel will often provide a preview of the data to help you select the correct sheet and range.

**8. Load Data :** Once you've selected the desired sheet and range, click 'Load' to import the data into your Excel file.

**9. Data Appears in Excel :** After loading, the data will appear in your Excel worksheet, ready for analysis or further manipulation.

**10. Save Your Work :** Don't forget to save your Excel file to keep the imported data and any changes you've made.

That's it! You've successfully loaded data into an Excel file. You can now use Excel's features to analyze, visualize, and work with your data as needed.